

MANISTEE CITY HISTORIC DISTRICT COMMISSION

Meeting of Wednesday, July 8, 2020

Time: July 8, 2020 04:00 PM Eastern Time (US and Canada)

Join Via Zoom:

<https://us02web.zoom.us/j/81807478886?pwd=UHJJSXVPZIRhcS9iYTZRY1ISYzJJdz09>

Dial In:

Dial: +1 646 558 8656 US

Meeting ID: 818 0747 8886

Password: 212160

AGENDA

I Call to Order

II Pledge of Allegiance

III Roll Call

IV Approval of Agenda

At this time the Historic District Commission can take action to approve the July 8, 2020 Agenda.

V Approval of Minutes

At this time Historic District Commission can take action to approve the June 3, 2020 Meeting Minutes.

VI Public Comment on Agenda Related items

At this time the Chair will ask if there are any public comments.

VII New Business

- 135 Washington St., Rebel's Sanctuary COA
- 142 Washington St., Krahe Building COA
- 345 River St., Millennial Décor COA
- 86 Washington St., North Channel Brewery Building COA

VIII Old Business

- Letters to City Council, Haugen Letter, Saylor Letter, Taylor Letter

Permit Review

At this time the Commission may take action to close out any outstanding permits.

- 411 River St., 347 and 349 River St.

IX Public Comments and Communications concerning Items not on the Agenda

At this time the Chair will ask if there are any public comments.

X Correspondence

At this time the Chair will ask if any correspondence has been received to be read into the record.

XI Reports

Museum Curator/ Museum Director
Planning & Zoning Administrator

XII Members Discussion

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

XIII Work session

XIV Adjournment

HISTORIC DISTRICT COMMITTEE

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

June 3, 2020

A meeting of the 2020 Historic District Committee was held on Wednesday, June 3, 2020 at 4:00 pm via teleconferencing, Manistee, Michigan.

The meeting was called to order at 4:03 by Chair Trucks.

Members Present: Dick Albee, William Connor, Kathryn Levy, Ron Helmboldt, Dennis Otto, and Lee Trucks

Members Absent: Debra Greenacre

Others: Mike Szokola (City Zoning /Planner 1), Rob Carson (County Planning Director) and Nancy Baker (Recording Secretary)

APPROVAL OF AGENDA

MOTION by Commissioner Connor, seconded by Commissioner Levy to approve the Agenda as printed.

With a voice vote motion passed 6 to 0.

APPROVAL OF MINUTES

Commissioner Albee wished to amend the May 6, 2020 minutes under Members Discussion, things for "several" months changed to, things for "a few" months.

The May 6, 2020 minutes were approved with the amendment by a voice roll call vote.

With a voice roll call vote motion passed 6 to 0.

Yes: Albee, Levy, Connor, Helmboldt, Otto and Trucks

No: none

PUBLIC COMMENT ON AGENDA RELATED ITEMS

None

NEW BUSINESS

Nails 2000, owner Mr. Loi Diep, 365 River Street, requested a Certificate of Appropriateness.

The permittee must have applied for a building permit within the past 7 days of requesting a C of A. Mr. Szokola recommended putting in a stipulation that a building permit must be obtained to get a C of A.

MOTION by Commissioner Albee, seconded by Commissioner Levy to approve the Certificate of Appropriateness for Nails 2000, owner Mr. Loi Diep, 365 River Street.

With a voice roll call vote motion passed 6 to 0.

Yes: Albee, Levy, Connor, Helmboldt, Otto and Trucks

No: none

OLD BUSINESS

Memo response from City Attorney

Mr. Szokola read the memo response received from George Saylor, City of Manistee Attorney. He reviewed the points of Mr. Saylor's memo. Contact was made with Steve Hougen the city building inspector who acknowledged there are no active building permits for 347, 349 or 411 River Street. A building permit is required before a Certificate of Appropriateness (C of A) is issued or an extension of a certificate is granted. The blight ordinance could apply to the River Street addresses due to no open building permit for any of these addresses. Mr. Hougen will inspect the River Street properties to be sure things on the inside are up to code. The HDC can review the River Street applications for a C of A, with the ability to approve them and still be able to move forward with anti-blight for the properties if the guidelines for the building permit have not been followed. Mr. Szokola contacted SHPO who reported that sometimes the permittee is required to put down a deposit of what the repairs would cost. If the project is not completed in a timely matter the entity (City/HDC) can step in and finish the project using the deposit. The HDC has no ability to grant or refuse extensions. They oversee that it meets the requirements of local ZO, local Historic Districts Act, and US Secretary of Interiors standards for Rehabilitation.

MOTION by Commissioner Connor, seconded by Commissioner Levy to appoint a subcommittee of Mr. Trucks, Mr. Albee and Mr. Szokola to meet with the city attorney to discuss the matter and discuss a recommendation for the city to change the ordinance that would give the HDC the leverage to handle such situations as those that are occurring and to find solutions for future situations.

With a voice roll call vote motion passed 6 to 0.

Yes: Albee, Levy, Connor, Helmboldt, Otto and Trucks

No: none

Mr. Szokola suggested an anti-blight letter be composed to present it to the City Council, building inspector and the city manager stating the present concerns. The state gives the

building inspector the power, if desired, to proceed with legal action if not satisfied with the work standards.

MOTION by Commissioner Levy, seconded by Commissioner Helmboldt to send letters, one each to the City Council, city attorney, city manager, and the building inspector, expressing concerns about the current River Street situations.

Commissioner Albee requested the letter contain the length of the situation (since 2008, 12 years).

With a voice roll call vote motion passed 6 to 0.

Yes: Albee, Levy, Connor, Helmboldt, Otto and Trucks

No: none

Mr. Szokola will add to the letter a recommendation to proceed with the blight ordinance.

Permit Review

Mr. Szokola will send a reminder letter to Mr. Gordon and Ms. Rosmarek regarding the permits for 347/349 and 411 River Street which will expire in 30 days, June 30, 2020.

Mr. Szokola reported that the 100 Washington Street permit Commissioner Connor inquired about has expired. Contact was made with Mr. Kriskywicz regarding his 100 Washington property project. He is working through Brownfield and when he can move forward, he will contact the HDC. Mr. Fedder was contacted by Mr. Szokola about old permits that are still considered open. They have gone back to 2001-2002 finding there are a large number of permits (close to 200) that were never officially closed. Some of these parcels have been sold several times. Only completed project permits will be closed. Many of these permits were granted by the Historical Overlay which was before the HDC. The anti-blight policy will be investigated for past granted permits that have no changes.

COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA

None

CORRESPONDENCE

None

REPORTS

DDA Executive & Economic Development Director

No report

Museum Director

No report

Zoning Administrator

Mr. Szokola shared SHPO training opportunities for upcoming webinars. The HDC would like Mr. Szokola to extend an invitation to Mr. Miller to attend the HDC meetings.

MEMBERS DISCUSSION

None

ADJOURNMENT

Motion by Commissioner Connor, seconded by Commissioner Albee to adjourn the meeting.

With a voice roll call vote motion passed 6 to 0.

Yes: Albee, Levy, Connor, Helmboldt, Otto and Trucks

No: none

The meeting was adjourned at 4:50 pm.

2020 Historic Study Review Committee


Nancy Baker, Recording Secretary



Permit #:
Issued:
Expires:

PHDC20-003
06/08/2020
06/08/2021

**Certificate of Appropriateness
PERMIT**

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.6041
Fax 231.398.3526
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
135 WASHINGTON AVE 51-146-732-01 C-3	Hiltz Deborah & Randy 135 Washington St Manistee MI 49660	Hiltz Deborah & Randy 135 Washington St Manistee MI 49660

Work Description:
See Attachment

This sign has been approved by the City HDC via Mark Fedder On June 8, 2020.

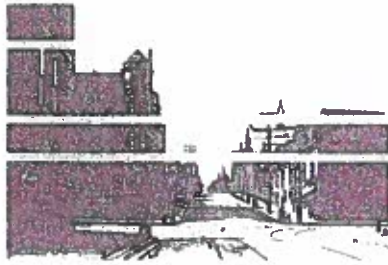
Stipulations: The Certificate is for a Vinyl Sign to be placed on the window as shown in attachment provided by owner. Mark als

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Certificate of Approp	1.00	50.00

This permit is valid for a period of one year from the date issued.

Fee Total: \$50.00
Amount Paid: \$50.00
Balance Due: \$0.00

 June 8, 2020
Official



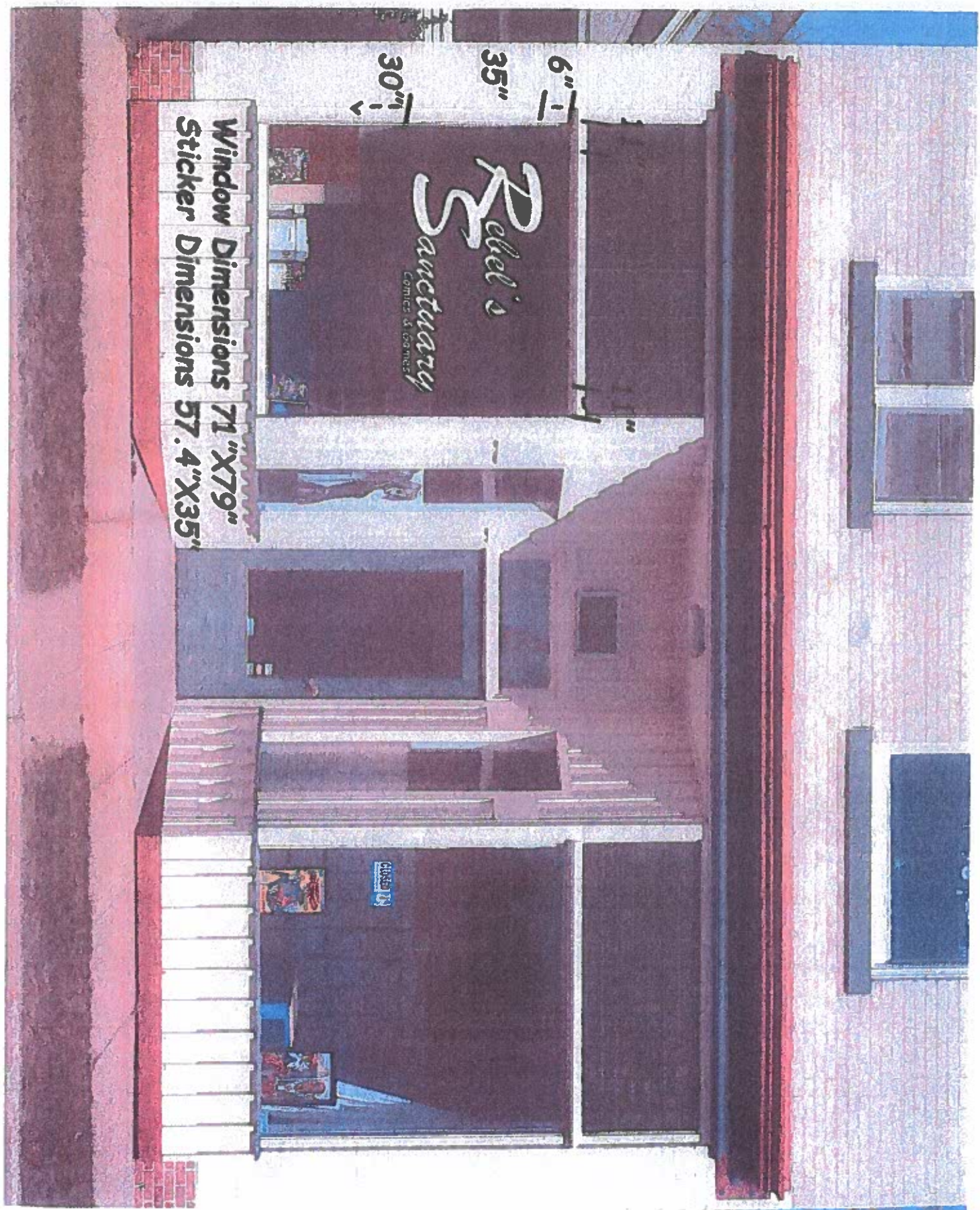
Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Signage – Awnings Application for a Certificate of Appropriateness

Please Print

Submission of Application		
Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation.		
Awning material and dimensions must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation.		
Property Information		
Address: 135 Washington St	Parcel #	
Applicant Information		
Name of Owner or Lessee: Deborah Hiltz		
Address: 135 Washington St		
Phone #: 810 631 4136	Cell#:	e-mail: dtisvilledolphin@gmail.com
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Sign Plan Requirements		
<input type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.	
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)	
<input type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)	
Authorization		
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.		
Applicant Signature: Deborah Hiltz		Date: 6/8/2020
By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.		
<input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
Fee: <input checked="" type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #
Signature: Mike Sp...		Date: June 8, 2020

Ch # 1001





Mike Szokola

From: Mark Fedder <manisteeuseum@gmail.com>
Sent: Monday, June 8, 2020 10:52 AM
To: Mike Szokola
Subject: Re: 345 River - Millennial Decor

[WARNING: External Message]

Mike,

Yes that would be no problem at all.

- Mark

On Mon, Jun 8, 2020 at 10:50 AM Mike Szokola <mszokola@manisteecountymi.gov> wrote:

Mark,

I forgot on 135 Washington, she would like to get approved the option of putting the sign on both windows and/or potentially on the door (smaller font) in the future with hours of operation on them?

I apologize as she came in and mentioned it during a 5 min meeting we had.

Would that also be approved in the same format?

Regards,

Mike Szokola
Assistant Planner / GIS
Manistee County
231.398.3527

mszokola@manisteecountymi.gov



From: Mark Fedder <manisteeuseum@gmail.com>
Sent: Monday, June 8, 2020 10:34 AM
To: Mike Szokola <mszokola@manisteecountymi.gov>
Subject: Re: 345 River - Millennial Decor

[WARNING: External Message]

Mike,

Yes, I'm allowed to approve signage and paint colors, routine/repair and maintenance and the like. If a big question arises, in the past, I've been able to take it to the HDC so that they can discuss said "big question".

The lettering for 135 Washington looks good.

Are there updated forms that say "50.00 fee" on them?

Thanks,

- Mark

On Mon, Jun 8, 2020 at 10:24 AM Mike Szokola <mszokola@manisteecountymi.gov> wrote:

Mark,

Yes there is supposed to be a \$50.00 permit application for the certificate of appropriateness.

I have attached a separate vinyl sign that is looking for approval.
Can you approve vinyl signs without going to the HDC for approval?

Let me know if you have any questions.



Permit #: PHDC20-004
Issued: 06/26/2020
Expires: 06/26/2021

**Certificate of Appropriateness
PERMIT**

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.6041
Fax 231.398.3526
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
142 WASHINGTON AVE 51-270-709-01 C-3	KRAHE THOMAS M & DONNA 3224 COUNTY LINE RD MANISTEE MI 49660	KRAHE THOMAS M & DONNA 3224 COUNTY LINE RD MANISTEE MI 49660

Work Description:

See Attachments

Replacing 6 Windows as shown within attachments.

Stipulations:

Must apply for and obtain all building permits that are required Shaugen@safebuilt.com

Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Certificate of Approp	1.00	\$0.00

This permit is valid for a period of one year from the date issued.

Fee Total: \$50.00
Amount Paid: \$50.00
Balance Due: \$0.00

Official June 26, 2020



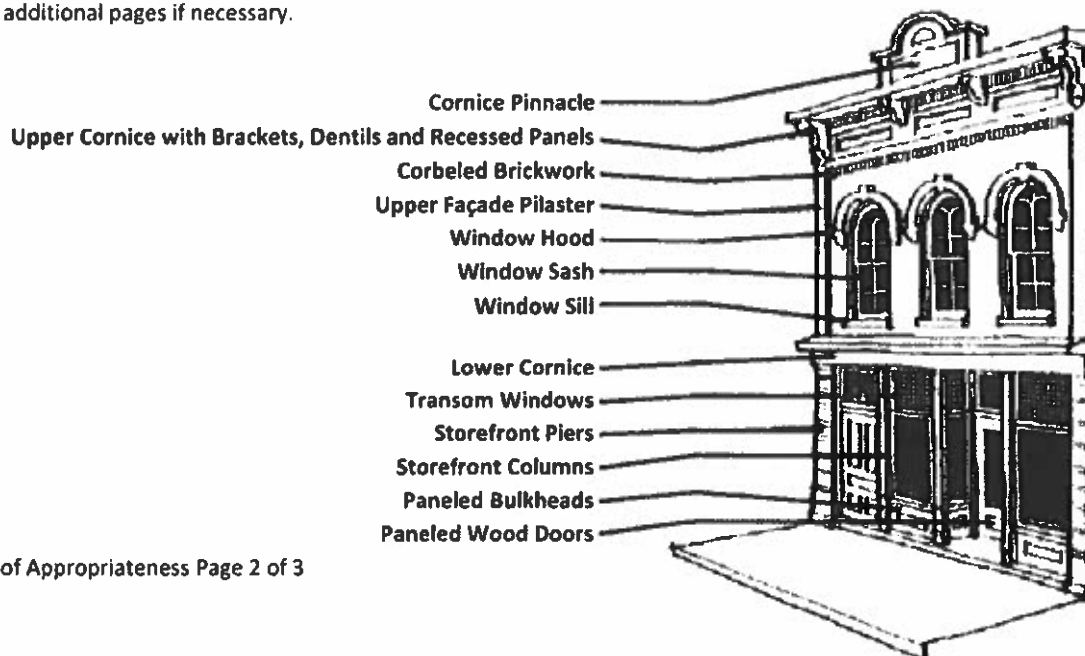
Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Application for a Certificate of Appropriateness

Standards	
<p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>	
<p><input checked="" type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>	
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>	
Submission of Application	
<p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>	
Property Information	
Address: 142 WASHINGTON ST.	Parcel #: 51-51-270-709-01
Applicant Information	
Name of Owner or Lessee: THOMAS M. KRAHE	
Address: 3224 COUNTYLINE RD. W MANISTEE	
Phone #: 231-723-5838	Cell#: 231-299-5839 e-mail: tkrahe@yahoo.com
Name of Contractor (if applicable): Bear Lake North View Window & Door LLC	
Address: 9844 Milarch Rd. Bear Lake MI 49614	
Phone #: 231-889-4565	Cell#: same e-mail:
License Number:	Expiration Date:
Application Requirements	
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.</p>	
<p>Paint colors, Signage and Awnings are approved under a separate application.</p>	
<p>The Historic District Commission requires a copy of the Building Plans for review and for file.</p>	
<input checked="" type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project <u>REPLACING 6 WINDOWS SHOWN ON</u> <u>PHOTOS SUBMITTED.</u>			
Proposed Start Date <u>8/15/2020</u>		Proposed Completion Date <u>9/01/2020</u>	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>Thomas M. Hecker</u>		Date: <u>6/22/2020</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #	
Signature: _____		Date: _____	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:

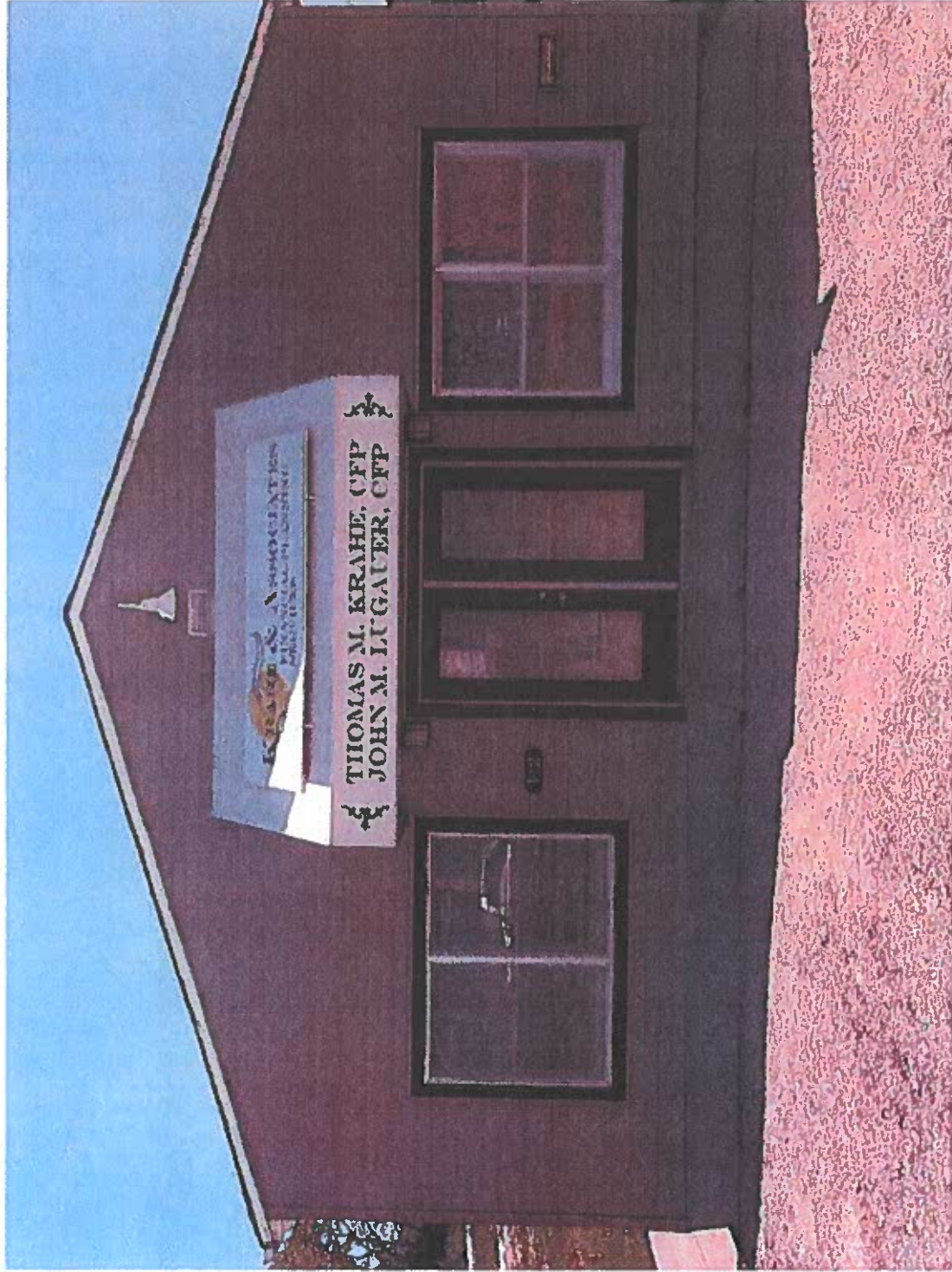
Example:

☐ Cornice Pinnacle: N/A

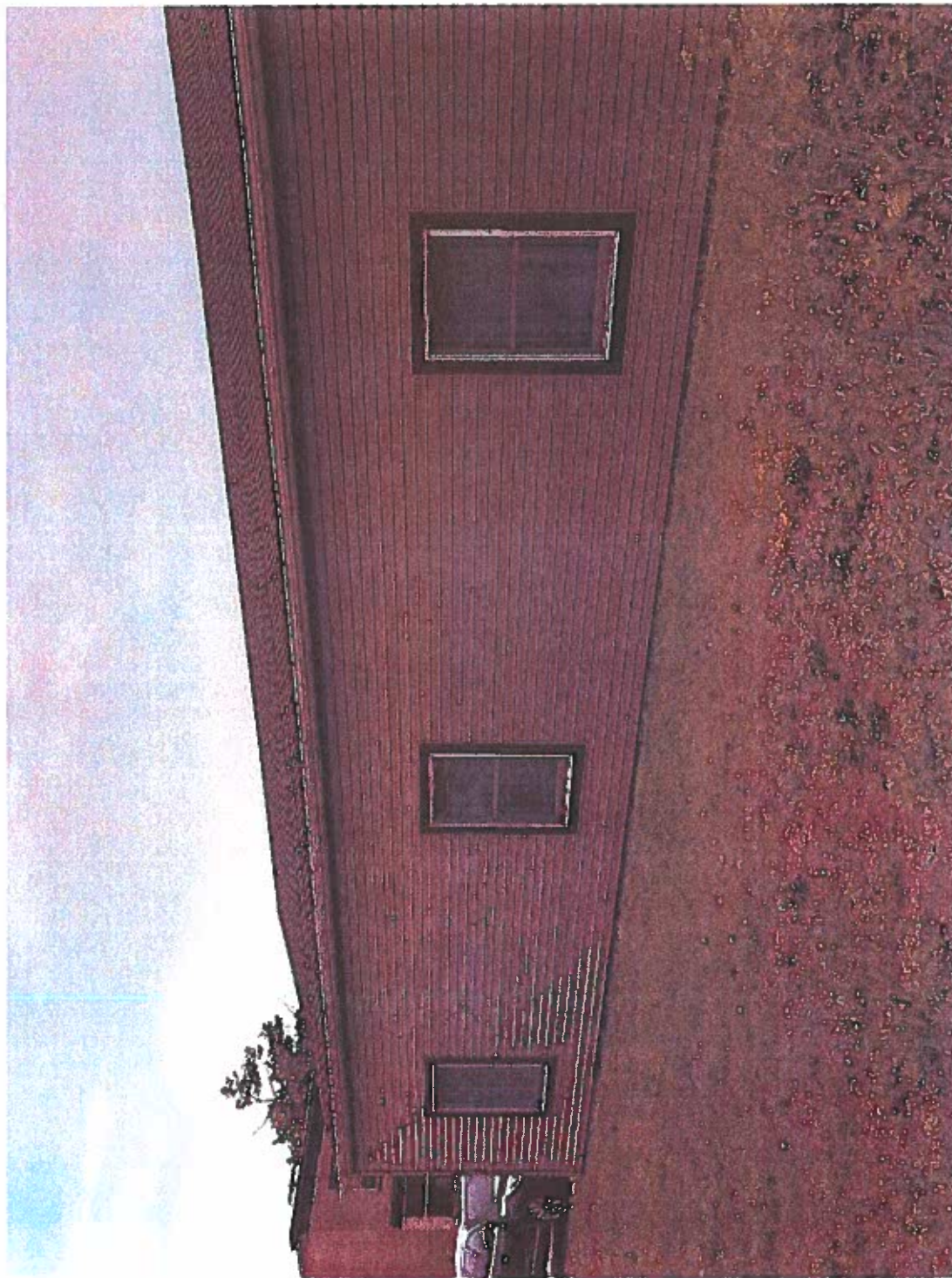
X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.

X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

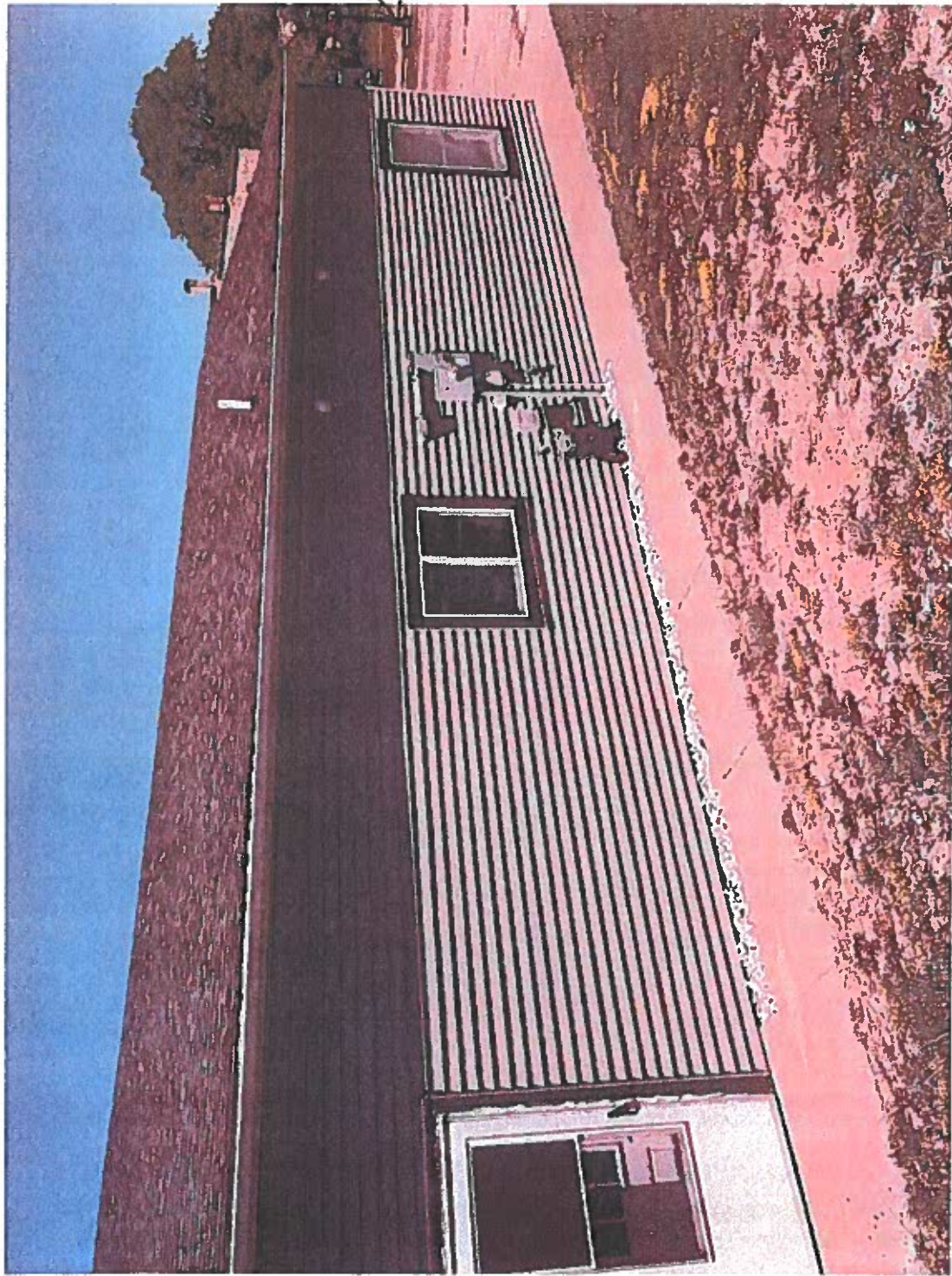
<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input checked="" type="checkbox"/> First Floor Windows	<u>REPLACING ALL WINDOWS EXCEPT THE SMALLER WINDOW ON S. SIDE OF THE BUILDING</u> <u>NO CHANGES IN ANY COLORS</u>
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	



REPLACING BOTH FRONT WINDOWS



NORTH SIDE
REPAIRING ALL 3 WINDOWS



3915 HILLS
SOUTH SIDE

KRAHE

HIGHER PERFORMANCE

ENDURE™ BRINGS INNOVATIVE ENGINEERING, BEAUTY & ENERGY EFFICIENCY

With ProVia windows, you come out ahead. Your real comfort comes when you discover just how well your new windows keep unwanted heat and cold out of your home. Endure window components are inventively designed, and come together to create one of the most energy efficient windows on the market today.

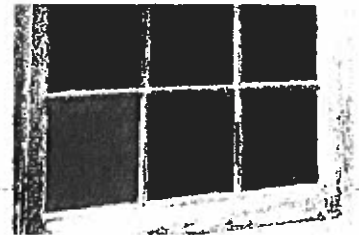
The frame and sash construction exceed industry standards, and are tested against the most stringent requirements for air and water infiltration, wind load resistance, ease of operation, forced entry and much more.

WE CAN STOP THOSE WASTEFUL DRAFTS

When you feel air moving through your window, you know you're not only wasting energy, you are losing hard-earned money. Endure windows maximize reduction of air infiltration with triple weatherstripping.

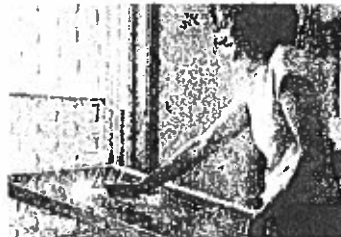
True maintenance freedom

Performance at ProVia goes beyond superior energy efficiency. Endure windows are also designed to require very little maintenance. The Sunshield® vinyl in the frame and sash resists chipping, cracking, peeling, pitting or blistering.



Up, down, tilt and slide with ease

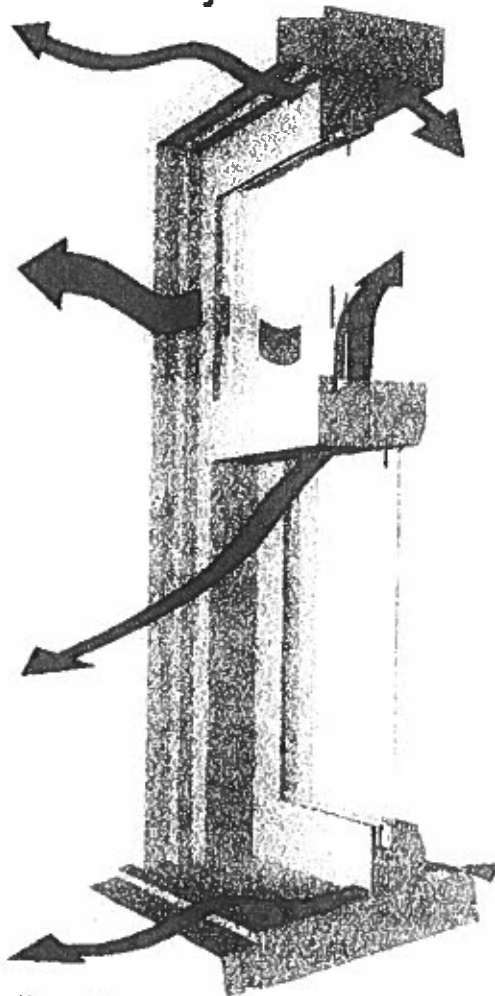
Endure's Compound Tension™ balance system guarantees a quiet and smooth operation with minimal effort. Our unique DualTech™ hardware allows you to unlock and tilt the sash with ease. Friction-resistant rollers allow the Endure series Slider Window to be easy to operate or remove.



ENERGY STAR® - NFRC Label - What You Need to Know

- A. U-Factor – Insulating value of the entire window system. Lower numbers reflect better insulating value.
 - B. Solar Heat Gain Coefficient (SHGC) – Amount of heat from the sun passing through the glass. Lower numbers show glass is keeping heat from entering your home.
 - C. Visible Transmittance – Amount of visible light passing through the glass. Higher numbers show glass is allowing more light to enter your home.
 - D. Air Infiltration – How much air is entering or escaping through the window. Lower numbers show air is kept from entering or escaping.
 - E. Condensation Resistance – Amount of moisture it takes for glass to condensate when exposed to extreme interior and exterior temperature changes.
- ProVia is closely monitoring developments related to COVID-19 to ensure we're taking appropriate steps to protect the health and safety of our customers, employees and their families. We're taking necessary precautions internally, while working to meet the continued need of our customers. For more information on COVID-19, visit the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>).

Points of Entry



Exterior

Interior

ENERGY STAR LOW E+ A150 Status	
	ProVia Endure 601 Double Hung Comfortech DLA-UV Double Glaze - Low E w/Argon/UV Frame Vinyl
ENERGY PERFORMANCE RATINGS	
A 0.27	B 0.21
ADDITIONAL PERFORMANCE RATINGS	
C 0.48	D ≤ 0.3
E 62	—

(<https://www.provia.com/entrylink/index.aspx>)
door)

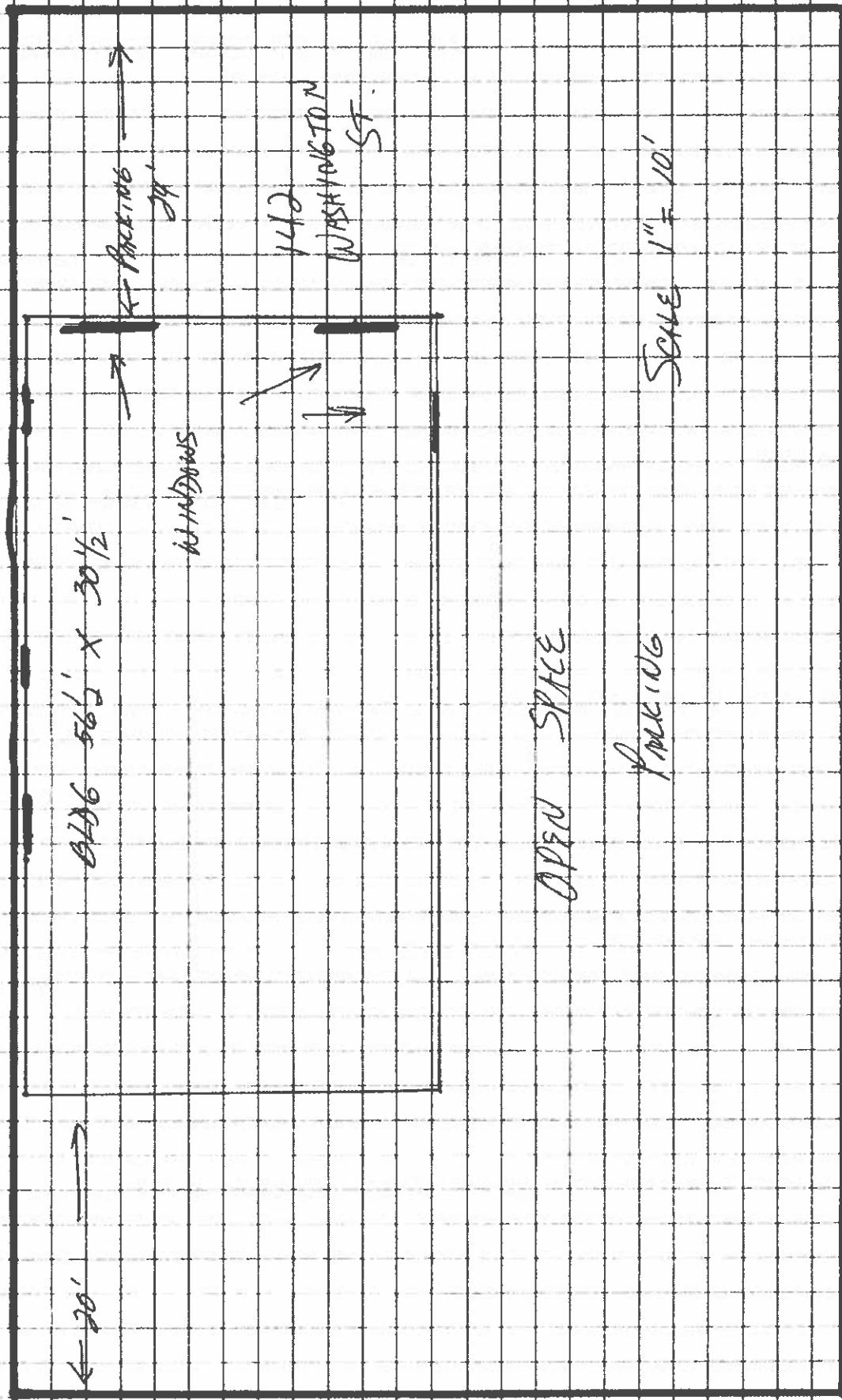
©2020 ProVia | Doors (/doors) • Windows (/windows) • Siding (/siding) • Stone (/stone) • Roofing (/metal-roofing)

Warranty (/warranty) • entryLINK (<https://entrylink.provia.com/entrylink/index.aspx>) • Newsroom (/newsroom/provia-newsroom) • Employment (/employment) • Privacy (/privacy)

ProVia is closely monitoring developments related to COVID-19 to ensure we're taking appropriate steps to protect the health and safety of our customers, employees and their families. We're taking necessary precautions internally, while working to meet the continued need of our customers. For more information about COVID-19, visit the [CDC website \(https://www.cdc.gov/coronavirus/2019-ncov/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

LOT SIZE - 10' x 100'

N





9844 Milarch Rd. • Bear Lake, MI 49614 • (231) 889-4565 • (231) 889-0224 fax • Jeff Derstine, Owner

PROPOSAL SUBMITTED TO <i>Tom Krahe</i>	DATE <i>6-12-2020</i>	JOB NAME
STREET <i>142 Washington Str.</i>	PHONE <i>723-9440</i>	JOB LOCATION
CITY STATE and ZIP CODE <i>Marquette MI 49660</i>	CELL/FAX <i>231-297-5839</i>	

We hereby submit specifications and estimates for:

*To Install Endure Series by Pro Via White Vinyl/
DLA- UV Class - Half Screens Insulated Frames*

- 4- Double Hung in sitting Room + Office Rooms*
- 2- Twin Mulled Double Hung Facing Str.*

Interior Trimbs & Casing Remains Same

Exterior Trim wrapped in Brown Aluminum

any boards used will be changed by existing

Try to Reuse Exterior Trim Boards

Adding approximate 2" to extend interior Trimbs

Installing New Trim (Interior) on Window Facing South

Customer supplies all Trim Boards needed for Interior

Customer does interior Painting that's needed

with Disposal






KRAHE VINYL REPLACEMENT WINDOW INSTALLATION INSTRUCTIONS

Tools & Materials You Will Need:

• Measuring Tape	• Hammer
• Level	• Square
• Putty Knife	• 1 doz. ¼" Wood Shims
• Power Drill & Drill Bits	• Pencil
• High Quality Silicone Caulking in accordance with ASTM C 920 Class 25	
• Batt Insulation or AAMA approved Non-Expanding Window Insulation Foam in accordance with ASTM C 1620.	

Installation Screwpack Contents:

		
(6) ¾" Flush Hole Plugs (to cover heads of installation jamb screws)	(6) #8 x 2" Phillips Panhead Screws (to install window into jamb)	(2) #6 x ½" Phillips Panhead Screws (to install head expander) (if applicable)

REMEMBER: ALWAYS USE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.



Homes built before 1978 may contain lead paint. All replacement installations must comply with the U.S. EPA's Lead-Based Paint Renovation, Repair, and Painting Program (RRP Rule). Read more about the RRP Rule and lead-safe work practices, on the U.S. EPA's website at: www.epa.gov/lead



Contact your local recycling waste management center for waste disposal in your area. Always check local waste requirements and carefully dispose of waste in accordance with Federal and other regulations.

Your Window Order Will Be Packaged With The Following:

- Vinyl Replacement Window (3¼" Frame Depth)
- Sill Extender
- Installation Screw Pack
- Head Expander (If applicable)
- Mullion Kit (If applicable)

Tips To Follow Before You Begin Installation:

- Windows achieve maximum performance from installation methods that dictate square frames, precise leveling and straight tight lines between sash and master frame.
- A window gains strength from the surrounding wall structure. This is obtained from proper sizing, support and installation methods.
- When installing over an existing slope sill, a continuous wood sub sill is recommended to support weight of sashes.
- Use a high quality grade of silicone caulking that is a neutral base. Silicone that releases an acetic acid during cure does not adhere well to vinyl.

1

INSPECT & MEASURE NEW WINDOW

Step 1- Unwrap window and thoroughly inspect new window for any shipping or material damages.



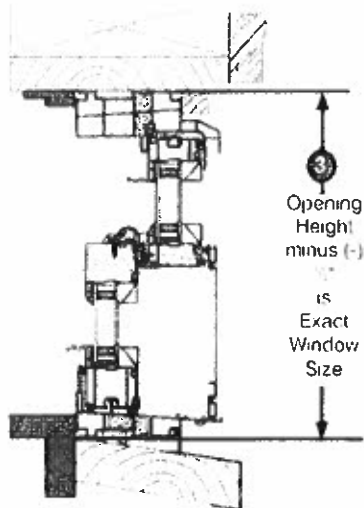
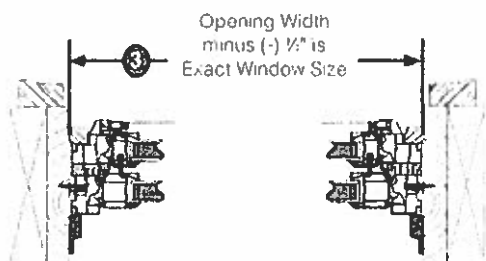
If any component of the main frame is damaged, please contact your dealer for replacements **BEFORE** you begin demolition of the existing window.

Moving parts, locks, balances, glass, rails, etc. can be repaired easily **AFTER** the window is installed.

Step 2- Check the bar coded label on the shipping box and cross reference the size with your window size. If you have any discrepancies, please contact your dealer before proceeding to removing the existing window.

Step 3- Measure the width and height of the new window. Compare the new window size to the existing window size.

The tip-to-tip exact window size should be big enough to fit the existing opening to allow a clearance for insulation. See sizing chart on below:



③ Opening Vs. Exact Size		
Vinyl Models:	Opening Width	Opening Height
Double Hung , Casement Awning, Slider, Picture	Opening (-) 1/4" width = Exact Window Size	Opening Size (-) 1/4" Height = Exact Window Size without Head Expander Opening (-) 3/8" height = Exact Window Size
Shapes & Bay/Bow	Opening Size (-) 1/4" width = Exact Window Size	Opening Size (-) 1/4" height = Exact Window Size
Exact Sizing		
Exact sizes are the actual window tip-to-tip finished sizes. Allowable factory tolerance is plus or minus 1/16". Exact sizes do not include head expanders.		
Head Expander: A head expander will add a minimum of 1/4" when fully collapsed to 1" when full extended.		
Exact Sizes are manufactured on the following increments:		
Width	Height	
1/8", 1/4", 3/8", 1/2", 5/8", 3/4", 7/8", 1"	1/8", 1/4", 3/8", 1/2", 5/8", 3/4", 7/8", 1"	

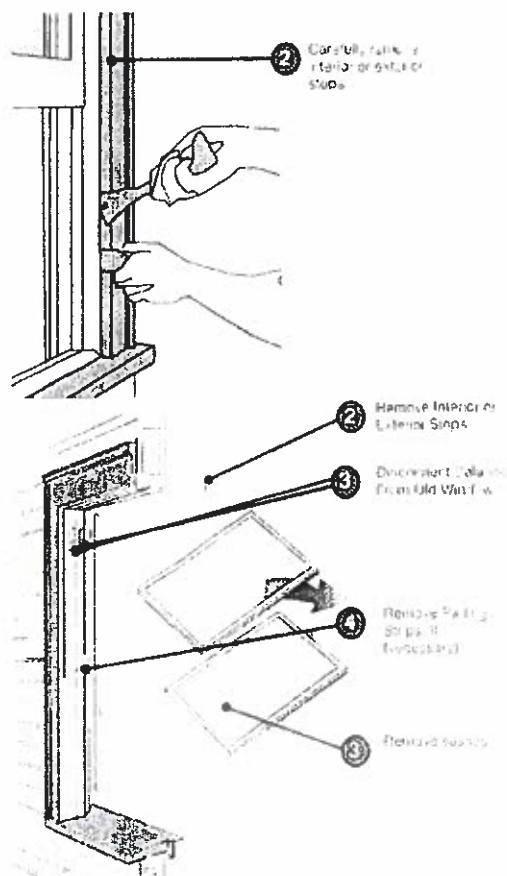
Step 4- After inspecting and measuring the new window, shut and lock it until the old window is removed. This will allow the seals, locks, interlocks and weatherstripping to engage and assists in keeping window square.

Step 5- Remove screen and lay aside.

2 REMOVING EXISTING WINDOW IN TYPICAL WOOD FRAME OPENING



The following instructions are for a typical wood frame replacement. Some replacement applications may require additional information and techniques and must always be installed in accordance with your local building codes and ordinances.



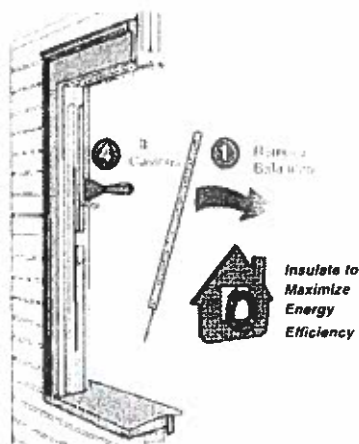
Step 1- Score the paint/sealant along the seam of the existing window interior and exterior stops.

Step 2- Using a chisel or sharp putty knife, carefully remove the interior or exterior stops (you may reuse them after installation of the new window is complete).

Step 3- Remove old sashes by disconnecting from balances.

Step 4- Remove any parting strips.

3 PREPARE ROUGH OPENING



Step 1- If necessary, remove balances that may be encased inside the rough opening.

Step 2- If you have a vinyl window frame, remove the existing window frame from the opening (this will expose existing stops).

Step 3- Clear the rough opening of any remaining dirt or debris from existing window.

Step 4- Fill any open cavities left from removing the old window frame and balances with batt insulation or an AAMA approved non-expanding window insulation foam that complies with ASTM C 1620.

Step 5- Check for plumb, level and square.

4

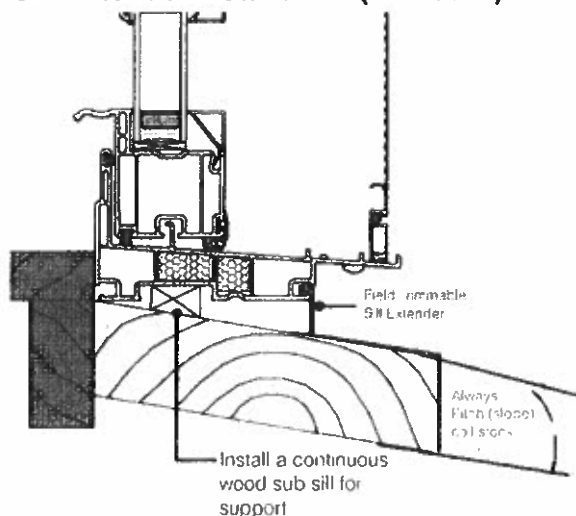
COIL STOCK, SILL ANGLE AND EXTENDERS



If the window sill is to be covered with coil stock, the coil stock must be applied prior to installing the window. If you are not using coil stock, proceed to Procedure 6 on Page 5.

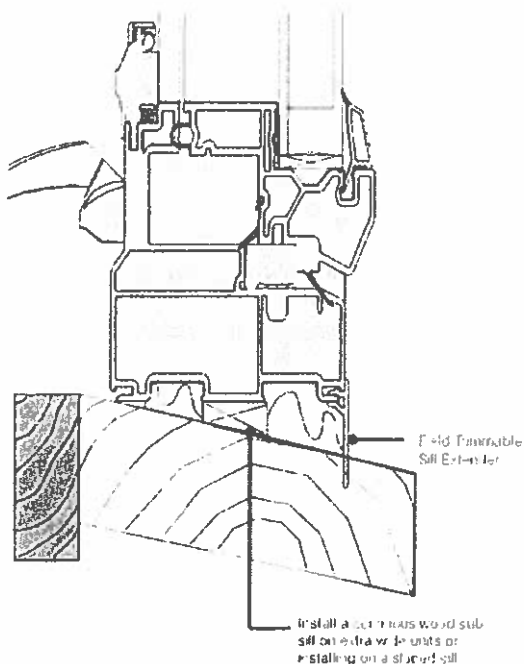
Listed below are guidelines on applying coil stock and sill extender.

Sill Extender Installation (Standard)



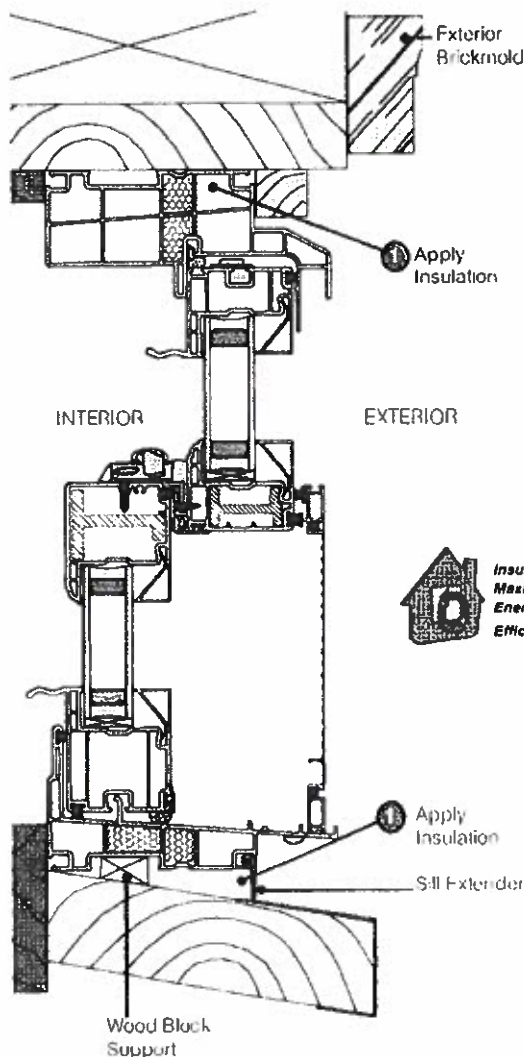
Sill Extender Installation

For Awnings & Casements Only:



- Extend coil stock approximately 1" under window unit and on exterior sill nailing in a way that nails will be covered by window frame once it is in place.
- Always have window overlap sill extender and coil stock to reduce risk of water leakage. A sill extender is provided to accommodate for the sloped sill while maintaining a level window.
- Sliders Only. **DO NOT COVER** the weeped drainage system on the exterior of bottom of window frame with coil stock or caulking
- Install vinyl sill extender by snapping the extender into the frame channel. Sill extender is field trimmable for any necessary adjustments.
- Casements and Awnings are not compatible with a head expander. A sill extender is shipped with your order to allow height adjustments and is field trimmable.

5 DRY FIT NEW WINDOW



STOP

If the windows need to be field mullled, please go to Page 11 for instructions on field mulling the window before placing into opening.

Step 1- Insulate window frame in between master frame and head expander(if applicable) and sill extenders using a thin layer of batt insulation. (This will prevent cold transfer and assist in keeping the extenders in place.)

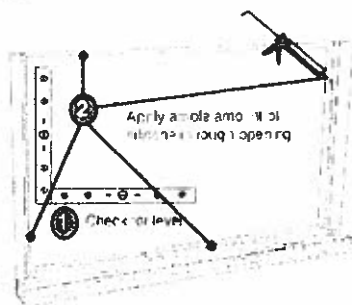
Step 2- Place window into opening making sure new window will fit into rough opening allowing enough clearance to prevent binding or deformation.

Step 3- After proper height has been determined and you are using a head expander, drive the expander onto header frame and trim to proper height.

If sill extender is used, Install extender by snapping extender into frame channel. Sill extender is field trimmable for any necessary adjustments (see Page 4 for illustration).

Step 4- Remove window from opening.

6 INSTALLING NEW WINDOW



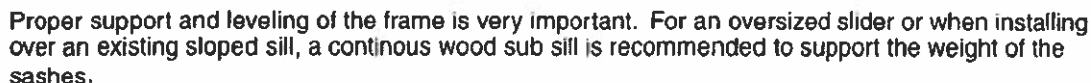
Step 1- Apply ample size of continuous bead of sealant to remaining stops and sill of perimeter frame of rough opening.

Step 2- Place window unit into opening and onto sealant.



After the sealant is applied, immediately install the product before a skin can form on the sealant's surface.

INSTALLING DOUBLE HUNGs OR SLIDERS:



UNION COVER
Lampart Drivage
System

- Install a continuous wood sub sill for support



Install a continuous wood sub sill on extra wide units or installing on sloped sill



INTERIOR

Run to ground
to catch the equal
magnitude
window for
and age

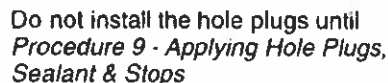
...the ...
...the ...
...the ...

Step 2- If optional sill angle is used, fasten using (2) #8 x ½" Phillips Panhead Screws (not provided) to the opening directly below the screen track *which is behind the exterior leg of the unit's master frame* (see Page 4 for illustration).

Step 4- For Double Hung, install (6) #8 x 2" Phillips Panhead screws. Place (1) screw in the factory pre-drilled holes located at the top, center, and bottom of each side jamb. Remove sash stop to expose top pre-drilled hole. Bottom sash will need to be tipped to the inside to expose the center pre-drilled hole.

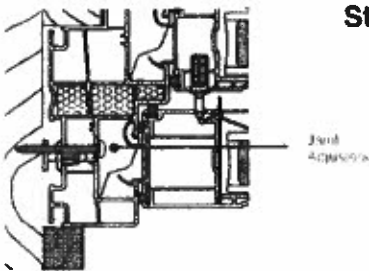
For Sliders, Install (6) #8 x 2" Phillips Panhead screws. Place (1) screw in the factory pre-drilled holes located at top and bottom of each jamb and (2) screws in the header.

DO NOT OVERTIGHTEN.



Step 5- Lift bottom sash up and check sill for level. Check margins from window sash to frame. Run level vertically on each side and check for a proper straight line on the master frame and sashes. This ensures the window is square and the sashes will operate properly.

6 INSTALLING DOUBLE HUNG OR SLIDERS:



Step 6- Adjust jamb adjusters that are located below the centerpoint of a double hung and are used to make final adjustments to ensure weatherstrips on sash are compressed against main frames

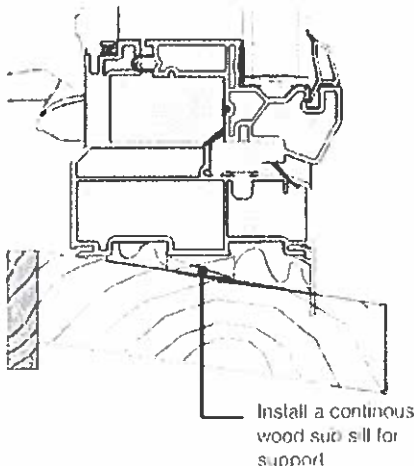
(see illustrations).

When using jamb adjusters, adjust both sides evenly. **DO NOT ADJUST ONLY ONE SIDE.** If only one side is adjusted, it will create poor sash and frame alignment.

6 INSTALLING AWNINGS OR CASEMENTS:



Proper support and leveling of the frame is very important. For an oversized slider or when installing over an existing sloped sill, a continuous wood sub sill is recommended to support the weight of the sashes.



Install a continuous wood sub sill for support

Step 1- Open the sash. Locate the exterior frame area opposite side of the sash lock (see illustration). Pre-drill a $\frac{3}{8}$ " diameter hole into the cavity of the first wall.



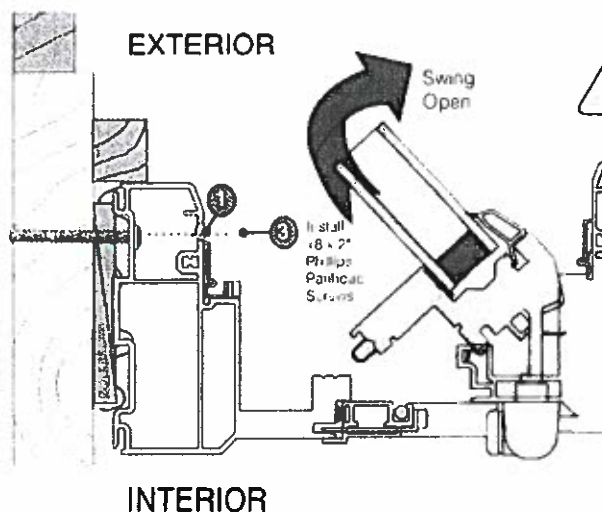
It may be necessary to shim the window frame to ensure sash and frame are level and square.

Step 2- Using an $\frac{1}{8}$ " drill bit, drill through the remaining 4 walls. Drill approximately 4 installation holes (2 at each jamb and 2 at header).

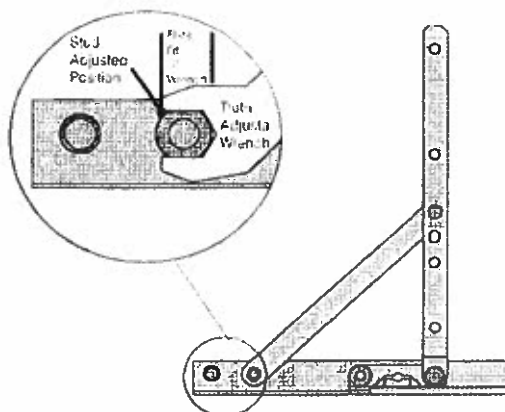
Step 3- Install #8 x 2" Phillips Panhead screws into the pre-drilled holes. **DO NOT OVERTIGHTEN.**



Do not install the hole plugs until *Procedure 9 - Applying Hole Plugs, Sealant & Stops*



6 INSTALLING AWNINGS OR CASEMENTS:



HINGE & SASH ADJUSTMENT

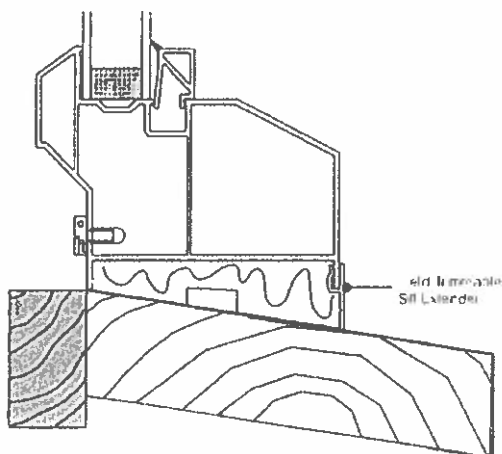
Step 1- Using the "truth" slim-line wrench (part #31502 - may be purchased from your dealer), turn the cam-stud located on the hinge track.

This allows for a full $\frac{1}{8}$ " adjustment towards the outside of the sash, and $\frac{1}{32}$ " towards the jamb.

A standard $\frac{3}{8}$ " open end wrench can also be used for this procedure, however this will require detaching the support arm from the track (at the cam-stud) by inserting a flathead screwdriver under support arm & detaching the arm.



6 INSTALLING PICTURE WINDOWS:



Step 1- Install (2) #6 x $\frac{1}{2}$ " Phillips Panhead screws to secure the head extender to the interior of window header frame.

Step 2- If optional sill angle is used, fasten using (2) #8 x $\frac{1}{2}$ " Phillips Panhead Screws (not provided) to the opening directly below the screen track which is behind exterior leg of the unit's master frame (see Page 4 for illustration).



It may be necessary to shim the window frame to ensure sash and frame are level and square.

Step 3- Remove short piece of glazing bead (installed for shipping purposes).

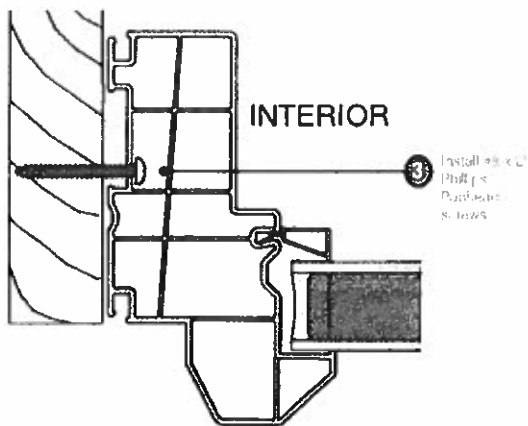
Step 4- Pre-drill a $\frac{3}{8}$ " diameter hole through two walls of main frame.

Step 5- Install #8 x 2" Phillips Panhead screws into the pre-drilled holes. There should be 2 install screws on each jamb side and 2 at header. **DO NOT OVERTIGHTEN.**

Step 6- Install glazing bead (pre-cut to size) on the vertical sides (was shipped to you packaged inside the window unit).

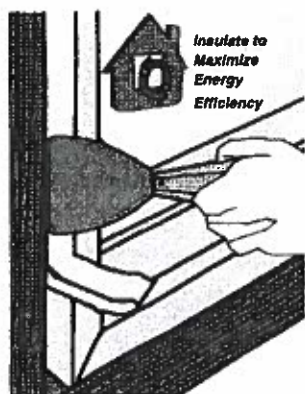


Do not install the hole plugs until *Procedure 9 - Applying Holes Plugs, Sealant & Stops*



7

APPLY INSULATION



Step 1-

To maximize energy efficiency, insulate any gaps between window frame and opening. Using batt insulation and a flat putty knife, insert into the cavities between the window frame and rough opening.

OR



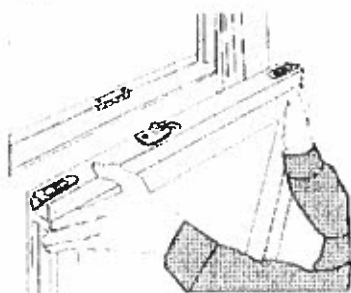
Using an AAMA approved ASTM C 1620 non-expanding foam, fill the cavities between the window frame and the rough opening.



Over use of insulation, or Low-Expanding Foam or use of any non Low-Expanding Foam may cause frame to bow, jeopardizing operational performance of frame.

8

FINAL ADJUSTMENTS TO WINDOW



Step 1-

Check the window operation by unlocking and operating both sash and tilt mechanisms.

Step 2-

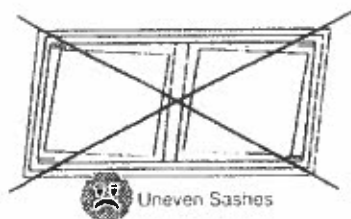
Check margins between sash and window frame.

SQUARING THE WINDOW:

Adjust the window in the opening so that the edge of the glazing bead is parallel to the inside edge of the frame. If the margins between frame and glazing bead are not parallel, the sashes will not operate properly.

Adjust the jamb installation screws by loosening or tightening in order to achieve proper margins between sash and window frame.

If necessary, shim the window in order to achieve a level and square window.



SILL IS CROWNED (Sashes Not Operating Properly):

Step 1-

Open and close the sash. The sash should lock securely and not bind when opened or closed.



Additional 2" screws may be needed for the sill as necessary to relieve any crown condition.

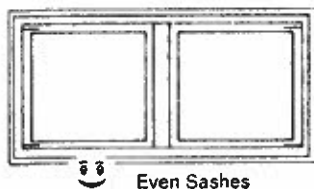
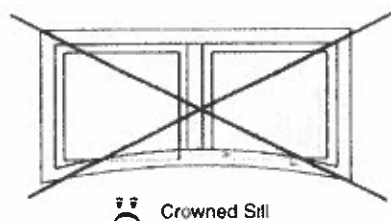
Step 2-

On Casement/Awnings: Place 2" screws approx. 2" from the keeper side down through the sill. If need be, the hinge plate screw can be removed and another 2" screw used to draw the sill down.



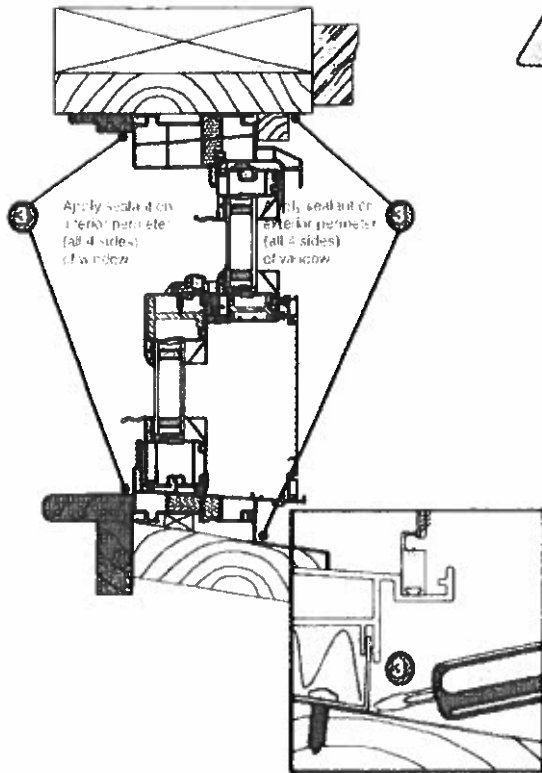
Sealant must be used on any screws secured through the sill.

The keeper located on the sash can be adjusted up or down, where applicable, to align with the locking mechanism.



9

APPLY HOLE PLUGS, SEALANT & STOPS



The windows must remain shut and locked during the curing of the caulking.

Step 1- Cover jamb installation holes with hole plugs.

Step 2- Close and lock window.

Step 3- Using a high quality window sealant, place a bead of sealant around entire perimeter of exterior and interior of window creating a barrier seal.



Sliders Only: DO NOT COVER weeped drainage system on exterior of bottom of window frame with caulking.

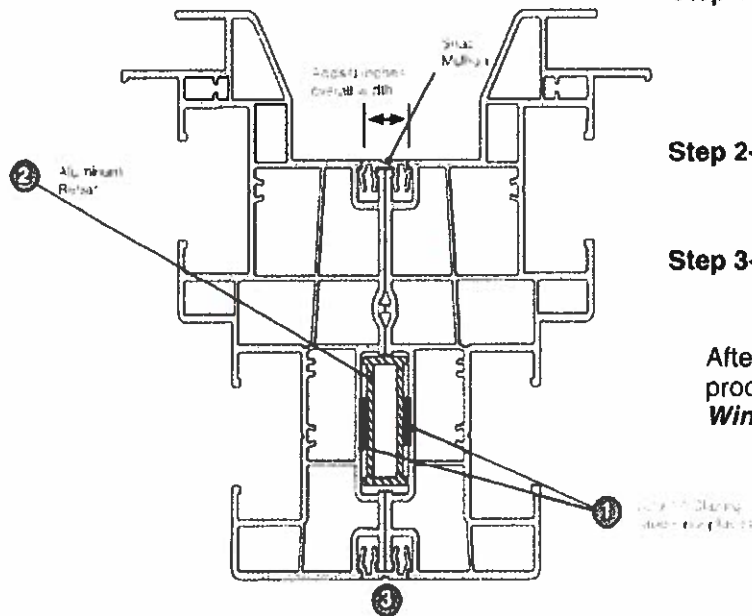
Step 4- Re-install interior and exterior stops.

Step 5- Re-install screen.

FIELD MULLING VINYL WINDOWS

If your window unit has been shipped loose and you need to mull windows together in the installation field, please follow each step listed that is the appropriate scenario to your application.

MULLING VINYL DOUBLE HUNG:



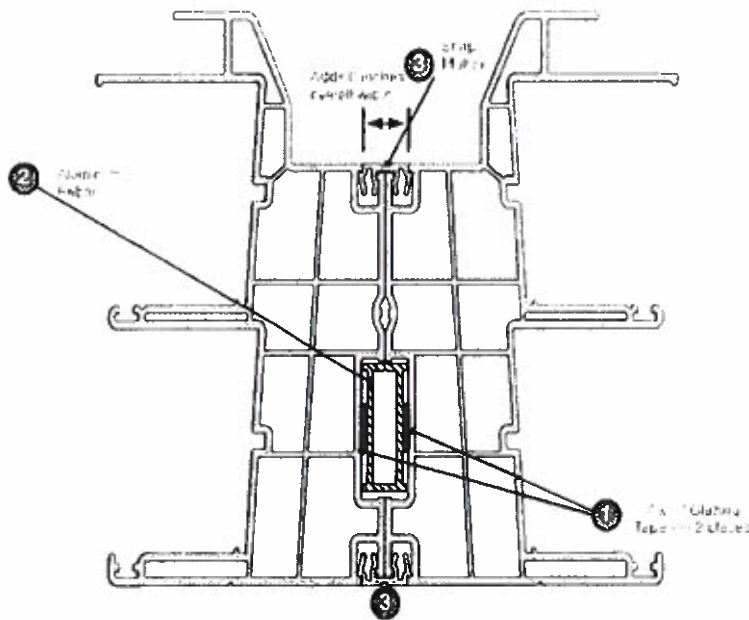
Step 1- Install $\frac{1}{16}$ " x $\frac{3}{8}$ " double sided glazing tape to both sides of aluminum rebar(see illustration).

Step 2- Install aluminum rebar between window frame channels, making sure that glazing tape is adhering to each window frame.

Step 3- Install snap mullion to both interior and exterior sides of both windows.

After window units have been field mulled, proceed to **Procedure 5 - "Dry Fit New Window"**

MULLING VINYL SLIDERS:



Step 1- Install $\frac{1}{16}$ " x $\frac{3}{8}$ " double sided glazing tape to both sides of aluminum rebar(see illustration).

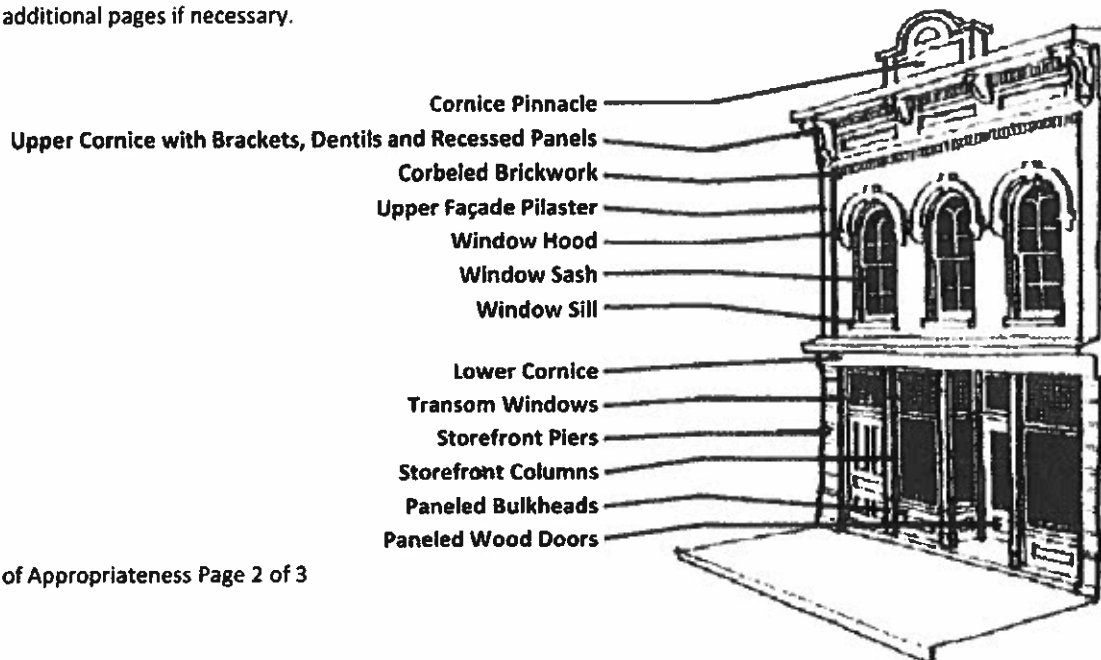
Step 2- Install aluminum rebar between window frame channels, making sure that glazing tape is adhering to each window frame.

Step 3- Install snap mullion to both interior and exterior sides of both windows.

After window units have been field mulled, proceed to **Procedure 5 - "Dry Fit New Window"**

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project <u>REPLACING 6 WINDOWS SHOWN ON</u> <u>PHOTOS SUBMITTED.</u>			
Proposed Start Date <u>8/15/2020</u>		Proposed Completion Date <u>9/01/2020</u>	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: <u>Thomas M. Hecker</u>		Date: <u>6/22/2020</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt #	
Signature: <u>Mark Feader</u>		Date: <u>6/26/20</u>	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.





Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Signage – Awnings
Application for a Certificate of Appropriateness

Please Print

Submission of Application		
Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation. Awning material and dimensions must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation.		
Property Information		
Address: 345 RIVER ST UNIT #1		Parcel #
Applicant Information		
Name of Owner or Lessee: MILLENIAL DECOR		
Address: 345 RIVER ST		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable): AMUR-SIGN SERVICES, LLC		
Address: 1965 PINE CREEK ROAD MANISTEE MI 49660		
Phone #: 231-342-1144	Cell#: 231-723-8341	e-mail: TUN1@AMUR-SIGN.COM
License Number: 53-00040		Expiration Date: 12/31/21
Sign Plan Requirements		
<input checked="" type="checkbox"/>	Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property.	
<input checked="" type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)	
<input checked="" type="checkbox"/>	Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.)	
Authorization		
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.		
Applicant Signature: <u>[Signature]</u>		Date: <u>6/5/20</u>
By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage.		
<input checked="" type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan)		
Office Use Only		
HDC -	Notes:	
Signature: <u>Mark Feeder</u>		Date: <u>6/8/20</u>

old form \$50.00 Permit fee Paid
CL# 77632



Permit #: PHDC20-005
Issued: 06/29/2020
Expires: 06/29/2021

**Certificate of Appropriateness
PERMIT**

Planning & Zoning Department

70 Maple Street
Manistee, MI 49660
Phone 231.398.6041
Fax 231.398.3526
www.manisteemi.gov

LOCATION	OWNER	APPLICANT
345 RIVER ST 51-453-708-06 C-3	LFC LLC (For Lexie Milennium Decor) 72 FILER ST MANISTEE MI 49660	Amor Sign Studios Inc. 443 WATER STREET MANISTEE MI 49660

Work Description:
See Attachment
Vinyl Sign From Amor Signs
Approved by Mark Fedder

Stipulations:

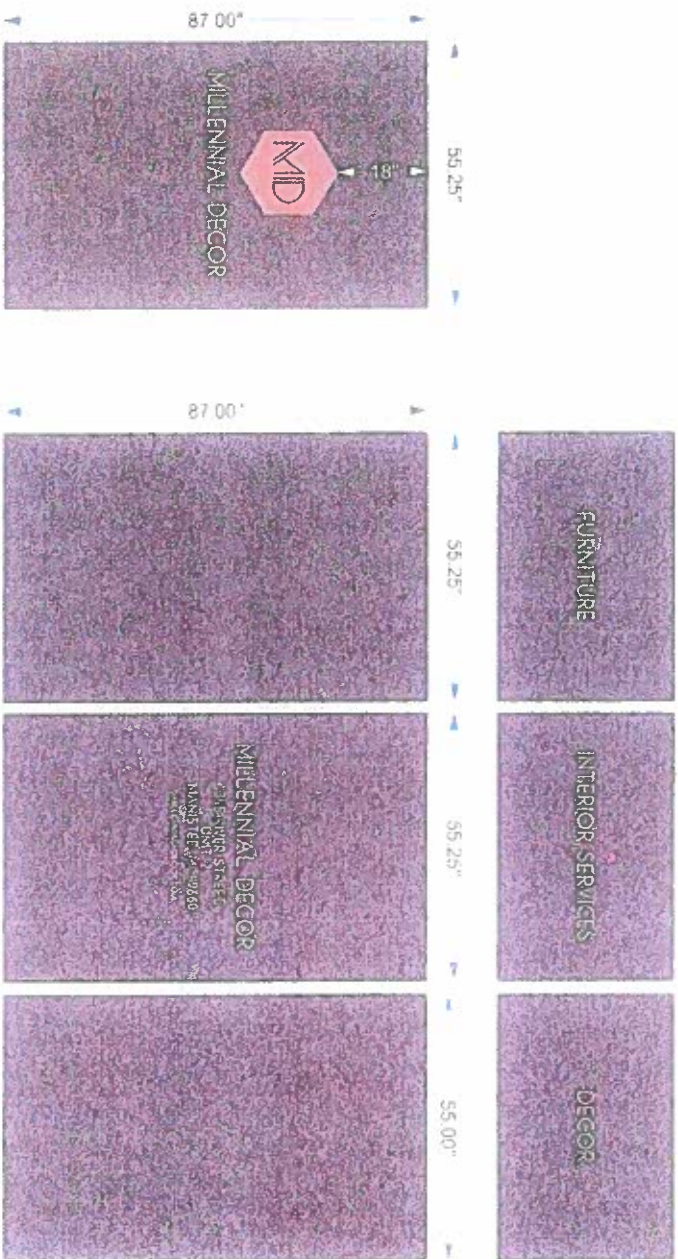
Permit Item	Work Type	Fee Basis	Item Total
Certificate of Appropriateness	Certificate of Approp	1.00	50.00

This permit is valid for a period of one year from the date issued.

Fee Total: \$50.00
Amount Paid: \$50.00
Balance Due: \$0.00


Official June 29, 2020

CENTER SIGN, VICE IN EACH UPPER PANE:



3M VINYL GRAPHICS
RIGHT SIDE ENTRY WINDOW
CENTER 18\"/>

3M VINYL GRAPHICS
CENTER IN MIDDLE WINDOW
FONT: LIBBY

GRAY BACKGROUND INDICATED GLASS



DATE: 5-10-20 ACCOUNT EXECUTIVE: THA
DRAWING SCALE: 1/2\"/>

FINISHING COLOR MATCHING
PMS 485 SHOW

3M VINYL GRAPHICS
PREMIUM
TRANSLUCENT
PSA LAMINATE

Approved: MICHAEL FITZGERALD
by STAFF
Date: 5/14/20

AMOR SIGN STUDIOS, INC. reserves the exclusive right to bid on illustrated design. This design/illustration is protected by U.S. Federal Copyright Laws. Reproduction in all or part is STRICTLY FORBIDDEN.

3M VINYL GRAPHICS
COLOR 220-99 FAWN



Historic District Commission
 Planning & Zoning
 70 Maple Street
 Manistee, MI 49660
 231.398.2805
www.manisteemi.gov

Application for a Certificate of Appropriateness

Standards	
<p>If the owner of the property is interested in receiving tax credits, APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p> <p>X This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p> <p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>	
Submission of Application	
<p>This application must be received by the City at least 10 days prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>	
Property Information	
Address: 86 Washington Street	Parcel# 51-51-211-100-01/-02/-03
Applicant Information	
Name of Owner or Lessee: North Channel Investors LLC	
Address: 300 Washington Avenue, Suite 100, Grand Haven, MI 49417	
Phone #: 616-847-1031	Cell#: _____ e-mail: john@capstonerealestate.net
Name of Contractor (if applicable): TBD	
Address: _____	
Phone#: _____	Cell#: _____ e-mail: _____
License Number: _____	Expiration Date: _____
Application Requirements	
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.</p> <p>Paint colors, Signage and Awnings are approved under a separate application.</p> <p>The Historic District Commission requires a copy of the Building Plans for review and for file.</p>	
X	Current photo of the structure as seen from the street and where proposed work is to take place.
X	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.
X	A completed Certificate of Appropriateness Checklist.
	Replacement doors, windows and lights require a copy of the specification sheet.

Description of Work

New Construction

| Rehabilitation/Restoration

| Addition

| ☒ Other (REPAIRS)

Describe the proposed project:

- 1. The building is a contributing structure within the HDC District. The building had been declared "Blighted" and "Functionally Obsolete" by the City of Manistee, and a "facility" by MDEQ (now EGLE) based on soil and other contamination. Building rehabilitation was completed in 2017 in accordance with HDC Permit PHDC16-021 and SHPO/NPS's Secretary of the Interior Rehabilitation Standards. The rehabilitation involved the structural stabilization of the building, the creation of a commercial space (brewery and restaurant) on the first floor of the building and residential apartments on the second and third floors of the building. The completed rehabilitation was presented to, and a Certificate of Completion was issued by HDC on September 6, 2018.**
- 2. Among the many building elements involved in the rehabilitation, were the repairs of the North, South and West walls of the building, and the creation of new windows and doors on the North and South walls. Historically, the North and South walls were not considered building "facades". Instead, they were common walls (partitions) between building sections of the historic Manistee Manufacturing Company complex, remaining after fires and subsequent demolition of two building sections north and south of the current building in the 1970s and 1980s (now parking lots).**
- 3. Due to the poor condition of the original bricks on the North, South and Southwest walls, the stucco and the paint used to stabilize the walls per the Secretary of the Interior Standards began to fail soon after the completion of the rehabilitation. Numerous repairs of failing sections of the walls were unsuccessful because these bricks were of quality suitable for interior walls, unable to withstand the exterior weather conditions; unlike the bricks on the East and West walls. This situation has created a safety hazard by continuously falling brick fragments, and is jeopardizing the integrity of the original brick walls and some interior building structural components.**
- 4. In the absence of alternative long term restoration methods, project architects and contractors recommend the installation of metal siding over the North, South and Southwest walls of the building, designed to prevent water/ice intrusion and to create a breathable space between the siding and brick walls. The metal siding panels will approximately match the current building color, will be of flat finish and will be installed horizontally. Similar metal siding (but not flat painted finish) has been installed on the restored building on 334 River Street with HDC approval. The proposed siding material specifications are as follows: MBCI's PBR Galvalume 36" wide ribbed wall panels, smooth finish, Light Stone color.**
- 5. North Channel Investors LLC is seeking HDC approval to amend the original Certificate of Completion to allow the stabilization of the failing brick walls by installing new siding per the specifications on the architectural drawings.**

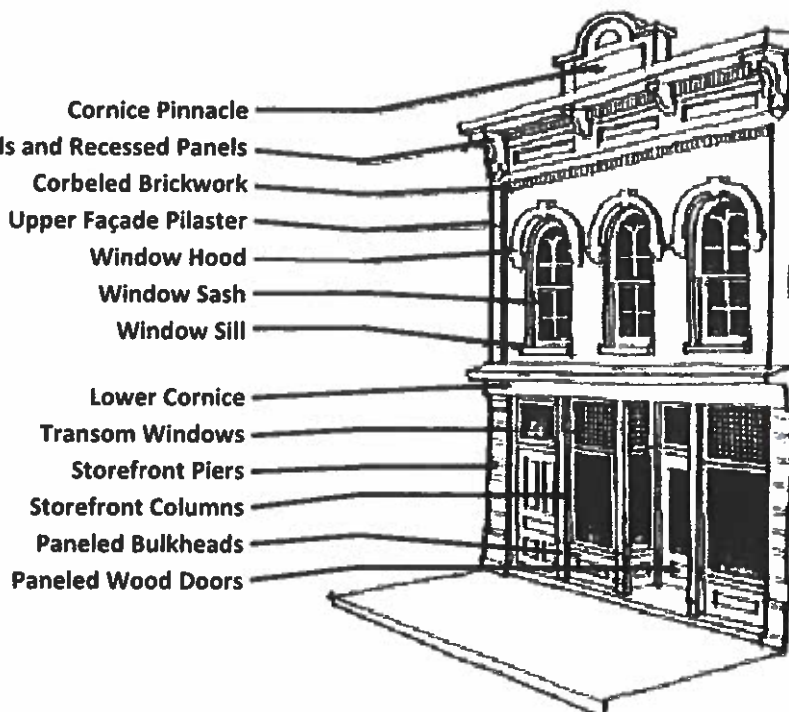
Attachments:

- 1. Photo of historic Manistee Manufacturing Company building complex.**
- 2. Photos of original and current North and South walls.**
- 3. Photos of brick damage.**
- 4. Architectural drawings of new North and South building facades.**

Proposed Start Date: **ASAP upon receipt of approvals.** Proposed Completion Date: **90 days from start.**

Description of Work			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project _____			
Proposed Start Date _____		Proposed Completion Date _____	
Incomplete requests will be returned to the applicant to supply needed information for review.			
Authorization			
I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.			
Applicant Signature: _____		Date: <u>6-18-20</u>	
By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.			
Office Use Only			
Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee')		Receipt # _____	
Signature: _____		Date: _____	

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:
Example:

☐ Cornice Pinnacle: N/A

X Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.

X Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

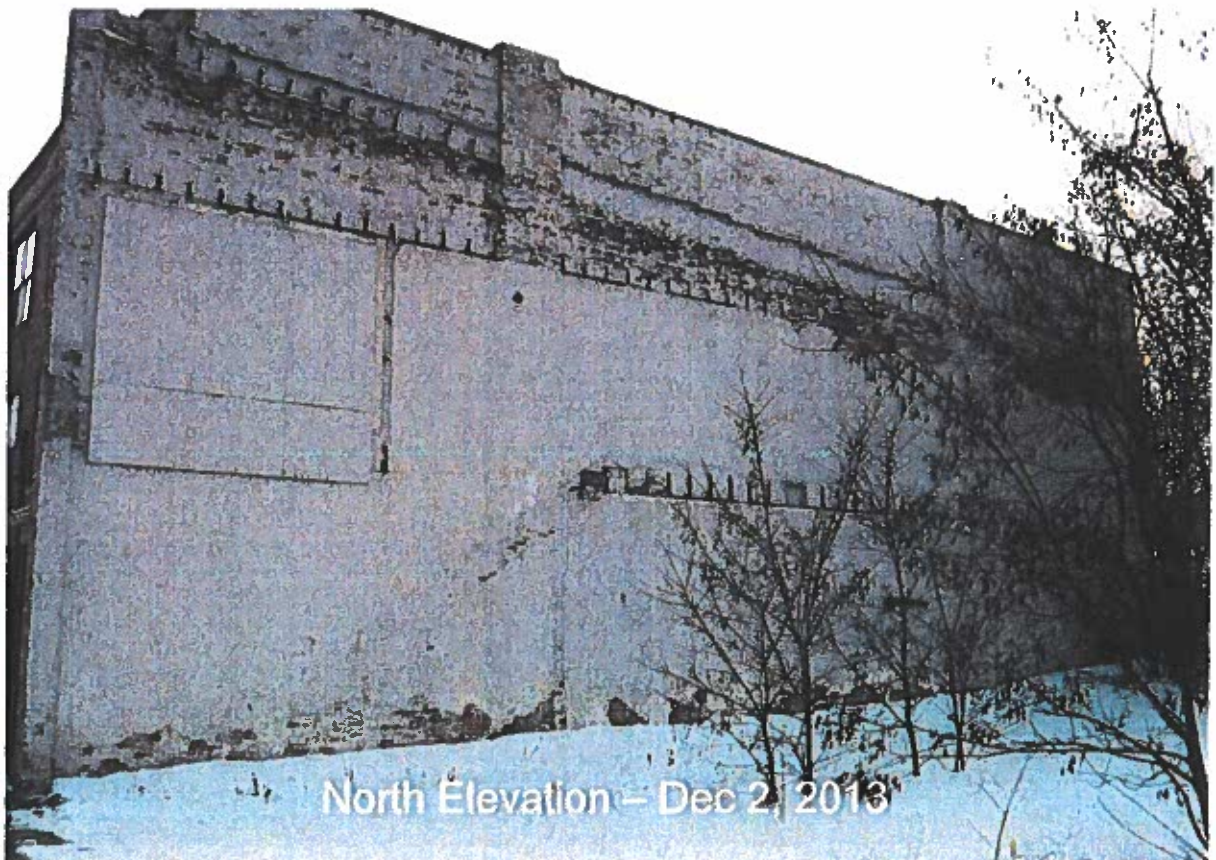
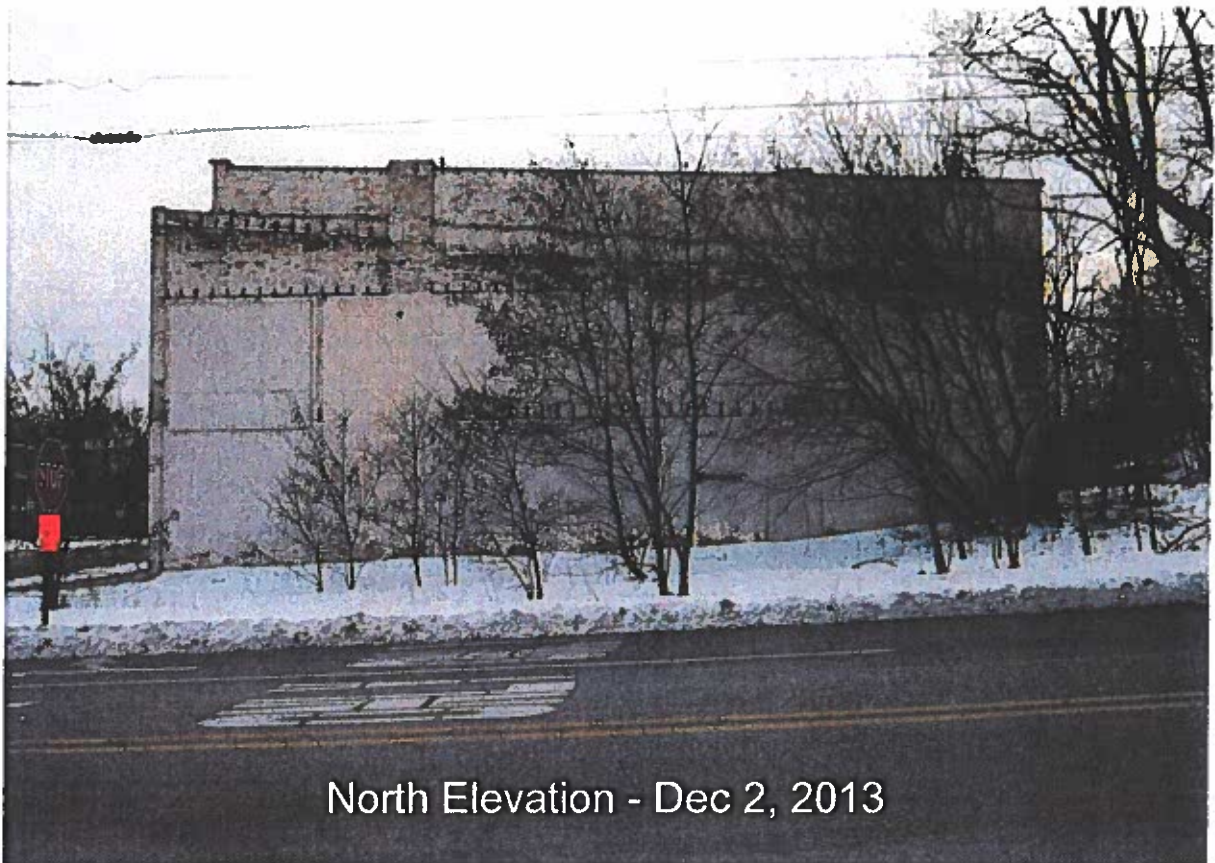
<input type="checkbox"/> Cornice Pinnacle	
<input type="checkbox"/> Upper Cornice	
<input type="checkbox"/> Corbeled Brickwork	
<input type="checkbox"/> Upper Façade Pilaster	
<input type="checkbox"/> Window Hood	
<input type="checkbox"/> Upper Windows	
<input type="checkbox"/> Lower Cornice	
<input type="checkbox"/> Transom Windows	
<input type="checkbox"/> Storefront Piers	
<input type="checkbox"/> Storefront Columns	
<input type="checkbox"/> Paneled Bulkhead	
<input type="checkbox"/> First Floor Windows	
<input type="checkbox"/> Doors	
<input type="checkbox"/> Other	

ATTACHMENT 1



ATTACHMENT 2

NORTH CHANNEL BUILDING ELEVATIONS



NORTH CHANNEL BUILDING ELEVATIONS





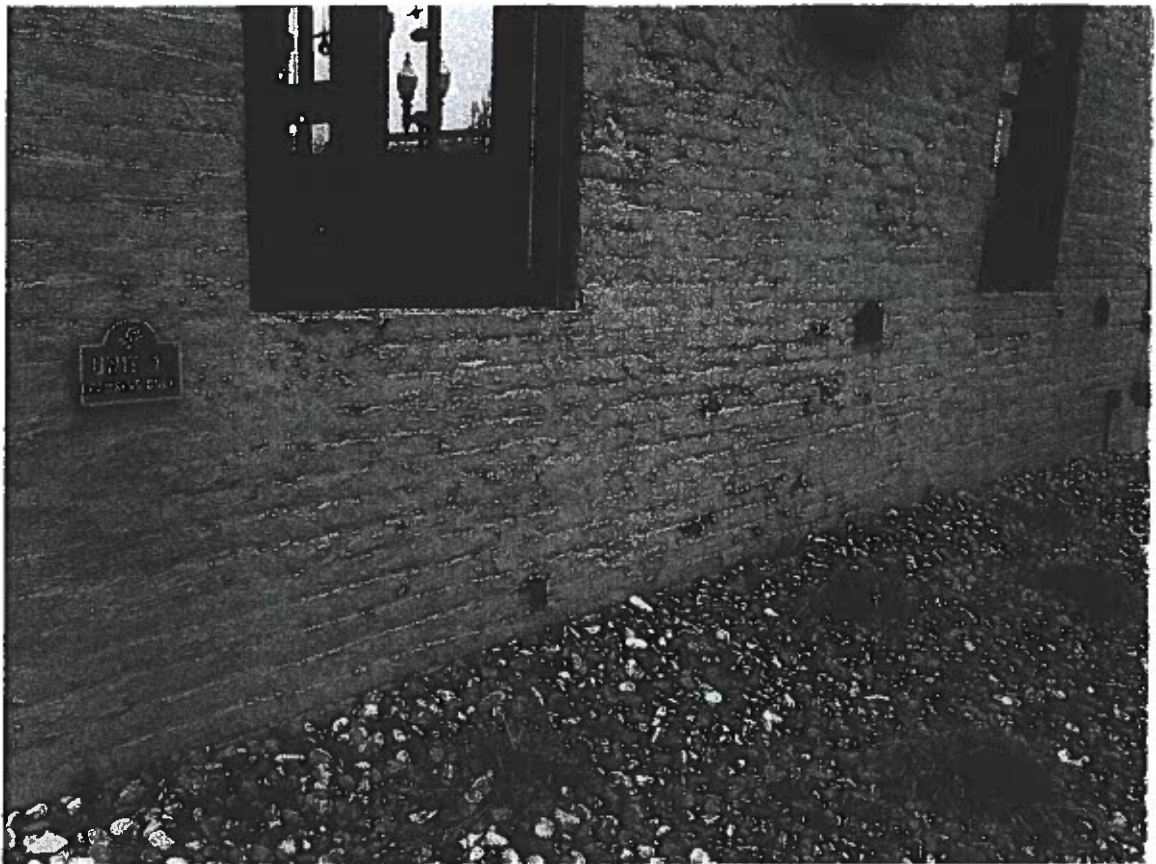


ATTACHMENT 3

NORTH CHANNEL BUILDING – North Facade



NORTH CHANNEL BUILDING – South Facade



ATTACHMENT 4



Historic District Commission

June 9, 2020

City Council
70 Maple Street
Manistee, MI 49660

Dear Council Members,

This letter is to inform you that the Historic District Commission (HDC) of the City of Manistee is in support of moving forward with the Anti-Blight Ordinance on parcel # 51-51-350-702-03 and 51-51-453-708-04. These two properties have been extending certificates of appropriateness with very little work being done on the outsides of these buildings for over a decade. The HDC is frustrated by the lack of progress on these buildings, the many excuses and promises the property owners have come up with throughout the years. The HDC would and would like the City of Manistee to move forward with enforcement on these properties via the Anti-Blight Ordinance. The HDC feels that the images in this letter show that over the past 3 years little work has been accomplished on the properties. The HDC, if able, would not issue another certificate of appropriateness on either of these properties. Through recent conversation with the City of Manistee Attorney, the HDC learned that it is not within their ability to deny a permit for lack of work, but only if the applicant's plan does not meet the criteria for a certificate of appropriateness.

Both certificates of appropriateness expire on June 30, 2020. A 30-day warning letter has been sent out to both property owners. Through conversation with the City Attorney, the complete process of a certificate of appropriateness was shown to start with the application of a building permit. Mr. Gordon, owner of parcel 51-51-350-702-03, reached out to apply for another extension at which point Mr. Szokola informed him that he would need to apply for a building permit prior to moving forward with his certificate of appropriateness. As of the writing of this letter, Mr. Szokola has not received confirmation that either of these properties have applied for a building permit. It has also been brought to the attention of the HDC that neither of these buildings currently have open building permits.

The following images, 1-4, demonstrate the work via the past 3 years on each of the properties:

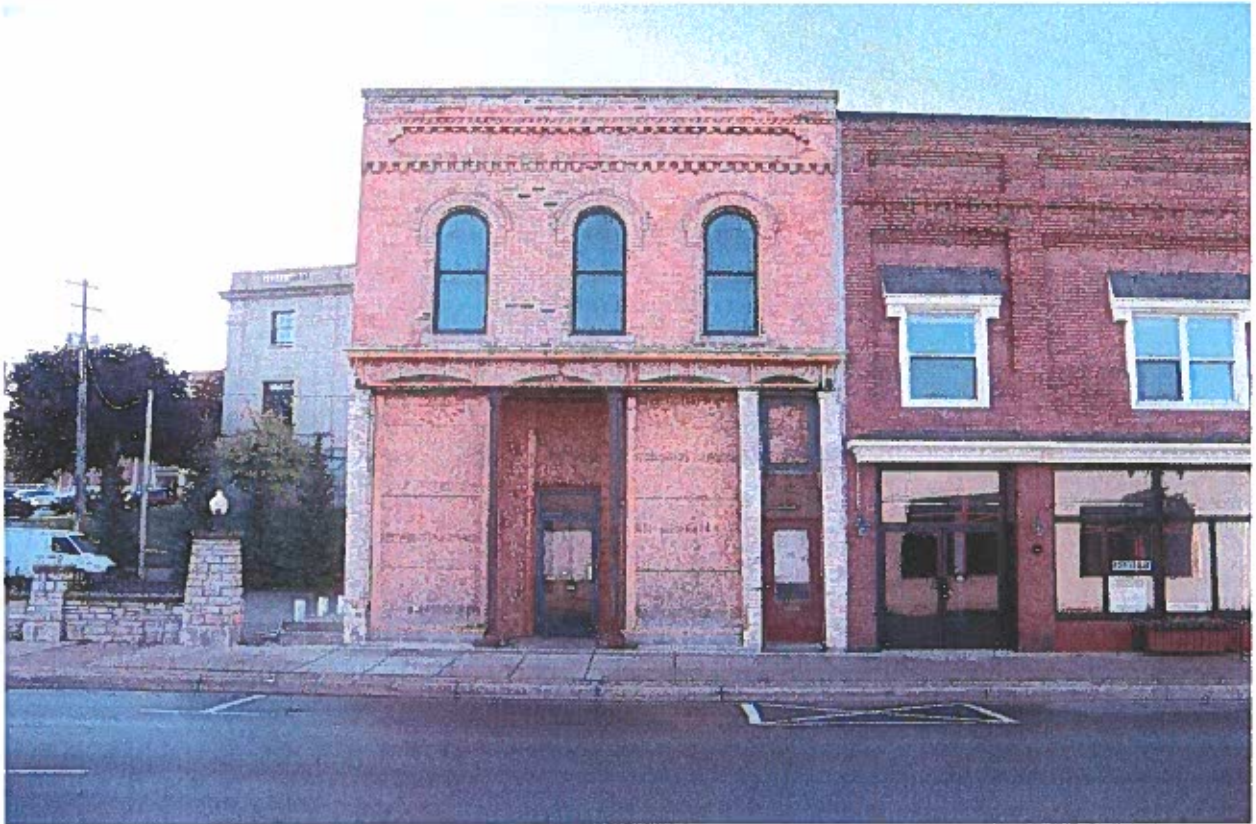


Image 1: Is from property: 411 River Street, Parcel number: 51-51-350-702-03. Dated September 12, 2017.



Image 2: Is from property: 411 River Street, Parcel number: 51-51-350-702-03. Dated: May 21, 2020



Image 3: Is from property: 347 River Street, Parcel number: 51-51-453-708-04. Dated September 12, 2017.

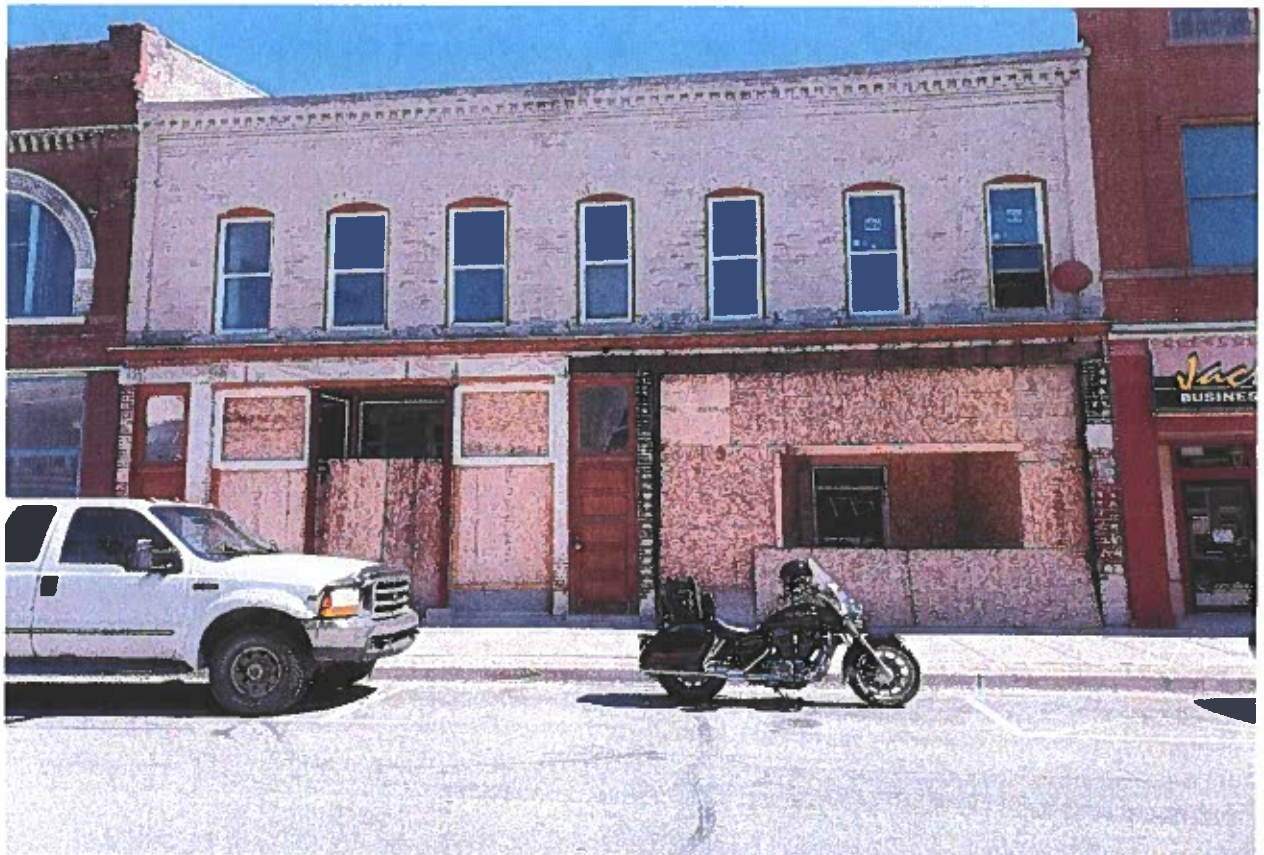


Image 4: Is from property: 347 River Street, Parcel number: 51-51-453-708-04. Dated: May 21, 2020.

The HDC hopes that you feel that they have demonstrated appropriate reasons to move forward with the City of Manistee's Anti-Blight Ordinance on these properties. If you have further questions or concerns, address them to:

ATTN: City of Manistee HDC
Manistee County Planning Department
395 Third Street
Manistee, Michigan 49660

Sincerely,

A handwritten signature in dark ink, appearing to read "Lee Trucks", is positioned above the typed name.

Lee Trucks
Historic District Commission Chair
City of Manistee



Mike Szokola
Planning/Zoning Administrator
395 Third St.
Manistee, MI 49660
231.398.3527
mszokola@manisteecountymi.gov
www.manisteemi.gov

Historic District Commission

Outstanding Permits

Date Originally Approved	Permit #	Date Expires	Address	Name	Details	Status
3/7/2012	PHDC12001	6/30/2020	411 River St	Jeff Gordon	Entrance Door	Expired
4/2/2015	PHDC15004	6/30/2020	411 River St	Jeff Gordon	Storefront	Expired
4/2/2015	PHDC15005	6/30/2020	411 River St	Jeff Gordon	East Façade	Expired
10/2/2008	PHDC08032	6/30/2020	347/349 River St	Paula Rozmarek	Ledge Reconstruction	Expired
7/10/2009	PHDC09014	6/30/2020	347/349 River St	Paula Rozmarek	Storefront	Expired
6/6/2011	PHDC11009	6/30/2020	347/349 River St	Paula Rozmarek	Renovation/Restoration	Expired
7/31/2019	PS19-010	7/30/2020	432 River St	Manistee Elks Lodge	Entrance Door Replacement	Expired
9/6/2019	PHDC19-004	9/5/2020	340 River St	Kellen Keck	Awning Replacement	In Progress
9/18/2019	PHDC19-005	9/17/2020	363 River St	Ascent Properties LLC	Painting Building	In Progress
9/23/2019	PHDC19-006	9/22/2020	363 River St	Ascent Properties LLC	Painting building/ general maintenance	In Progress/Needs checked.
12/11/2019	PHDC19-007	12/10/2020	400 River St	West Shore Community College	New Signage	In Progress/Needs
2/25/2020	PHDC20-001	2/24/2021	354 River St	Koblinski Gerald and Cheri	Façade Improvements	In Progress
06/04/2020	PHDC20-002	06/04/2021	365 River St	Nails 2000	Painting Building	In Progress
6/08/2020	PHDC20-003	6/08/2021	135 Washington St.	Rebel's Sanctuary	Storefront Handrails	In Progress
6/26/2020	PHDC20-004	6/26/2021	142 Washington St.	Krahe Thomas and Donna	Vinyl Window Sign	In Progress
6/29/2020	PHDC20-005	6/29/2021	345 River St	Millennial Decor	Replace 6 Windows	In Progress

As of 6/29/2020

- Mark is checking old expired permits that were never closed out to ensure that the work has been finished. Closing out these expired permits will help clean up the City's BS&A system and make running reports more efficient.